

1. **Call to Order** – Wilson Kirby, Mayor
2. **Pledge of Allegiance**
3. **Report of Mayor** – Wilson Kirby
Recognition of Officers
(ATTACHMENT 1)
4. **Public Hearing-**
Proposed FY 2016 Budget
(ATTACHMENT 2)
5. **Approval of Minutes-**
April 14, 2015 / April 21, 2015 Regular Meeting
(ATTACHMENT 3)
6. **Citizens' Forum-**
7. **Planning and Zoning Matters** – Christy Dunkle
Monthly Report
(ATTACHMENT 4)

8. **Report of the Town Manager** – Keith Dalton

9. **Standing Committee Reports:**

- a) BADA Liaison – Allen Kitselman
- b) Budget Finance / CIP – Jay Arnold
 - Finance Monthly Report – Desi Moreland
- c) Community Improvements – Allen Kitselman
- d) Planning Commission Liaison- Doug Shaffer
- e) Police and Security – Mary Daniel
 - Police Department Monthly Report – Chief Neal White
(ATTACHMENT 5)
- f) Streets and Utilities – Wilson Kirby
 - Approval of Minutes for April 30, 2015 Committee Meeting
(ATTACHMENT 6)
 - Public Utilities Monthly Report- David Tyrrell
(ATTACHMENT 7)
 - Public Works Monthly Report – Rick Boor
(ATTACHMENT 8)
- g) Personnel / Appointments – Jay Arnold

10. **Other**

11. **Adjourn**

**BERRYVILLE TOWN COUNCIL
STREETS AND UTILITIES COMMITTEE
MEETING AGENDA**

**Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Called Meeting
Tuesday, May 12, 2015**

Meeting to Begin immediately after regular meeting of Town Council is adjourned

1. **Call to Order** – Wilson Kirby, Chair
2. **Discussion-** Condition of street shoulder in front of 301, 305, 311,
and 315 Church Street
(ATTACHMENT 9)
3. **Other**
4. **Adjourn**

Attachment 1

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BERRYVILLE
THANKING OFFICER GREG FRENZEL FOR HIS EFFORTS DURING THE
INVESTIGATION OF THE DEATH OF GAIL SMITH**

WHEREAS, On July 30, 2009 Officer Greg Frenzel discovered Town Council Member Gail Smith deceased in her home on Pickett Court; and

WHEREAS, Over the subsequent five years, Officer Frenzel untiringly and meticulously investigated Gail Smith's death, amassing an extensive body of evidence, eventually being able to recall even the most minute detail of the investigation with uncommon clarity at a moment's notice; and

WHEREAS, In the course of the investigation Officer Frenzel coordinated the efforts of local, State, and Federal organizations; and

WHEREAS, During his investigation Officer Frenzel uncovered multiple plots involving the conspiracy to murder Gail Smith that pre-dated the plot that resulted in her death and developed a case along with the Commonwealth's Attorney for Nottoway County that led to the successful prosecution of two individuals; and

WHEREAS, Officer Frenzel's determined efforts in conjunction with the Commonwealth's Attorney for Clarke County led to the preparation of a complex prosecution of three accused individuals; and

WHEREAS, Officer Frenzel's investigation was thorough and encompassing leading all three co-conspirators to plead guilty rather than face trial; and

WHEREAS, In large part, because of Officer Frenzel's efforts, all three co-conspirators have been sentenced to prison for their part in the murder of Gail Smith; and

WHEREAS, During the long investigation Officer Frenzel never lost sight of the critical mission of seeking justice for Gail Smith, keeping a picture of Gail above his desk with the caption "Who murdered this beautiful woman?";

NOW, THEREFORE BE IT RESOLVED THAT the Council of the Town of Berryville hereby thanks Officer Greg Frenzel for his extraordinary efforts investigating Gail Smith's death.

AND BE IT FURTHER RESOLVED THAT the Town Council is proud to have Officer Frenzel on the Berryville Police force as he has at all times in this investigation embodied the Berryville Police Department's core values of "Commitment, Service, Integrity, and Excellence".

By Order of the Council of the Town of Berryville on this the fourteenth day of April, 2015.

Wilson L. Kirby, Mayor

Harry Lee Arnold, Jr., Recorder

Town of Berryville
Berryville-Clarke County
Government Center
101 Chalmers Court Suite A
Berryville, VA 22611



[T] 540/955-1099
[F] 540/955-4524
[E] info@berryvilleva.gov

April 14, 2015

www.berryvilleva.gov

Sheriff Tony Roper
100 N. Church St.
Berryville, VA 22611

RE: Commendation – Chief Deputy Travis Sumption

Dear Sheriff Roper:

With the sentencing of those involved in the murder of Gail Smith, the Town Council and I would like to take the opportunity to thank you and your staff for the assistance provided during this investigation. Specifically, we would like to recognize the efforts of Chief Deputy Travis Sumption.

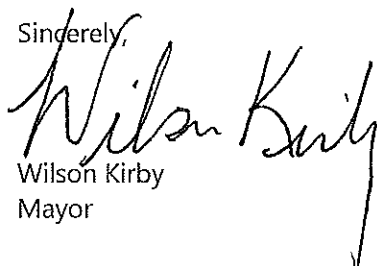
Early in the case you assigned Chief Deputy Travis Sumption to assist the Berryville Police Department with the homicide investigation. Because of his extensive training and experience, Chief Deputy Sumption played a vital role in getting the case underway and developing the strategic plan for the course of the investigation.

Travis spent countless hours reviewing, analyzing, and organizing materials collected during the early stages of the investigation. Chief Deputy Sumption often traveled with Officer Frenzel to conduct interviews as the investigation began to focus on Timothy Smith Jr. and other residents of the Farmville, Virginia area. As the investigation continued over the past number of years he remained informed on the case and was always available for advice and encouragement.

Clarke County is very fortunate to have such a dedicated professional serving in its Sheriff's Department. You are certainly blessed to have such a fine public servant as your second in command. The citizens of this community can be proud of the incredible results of the inter-jurisdictional cooperation that brought this case to a successful conclusion.

Please pass along our thanks and best regards to Travis for all of his efforts in the Gail Smith murder investigation and his continued commitment to the safety and well-being of the residents of Berryville and Clarke County.

Sincerely,



Wilson Kirby
Mayor

Wilson Kirby
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Douglas A. Shaffer
Ward 1

H. Allen Kitselman, III
Ward 2

Mary L.C. Daniel
Ward 3

David L. Tollett
Ward 4

Keith R. Dalton
Town Manager

Town of Berryville
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April 14, 2015

Sheriff Tony Roper
100 N. Church St.
Berryville, VA 22611

RE: Commendation – Sergeant Patricia Putnam

Dear Sheriff Roper:

With the sentencing of those involved in the murder of Gail Smith, the Town Council and I would like to take the opportunity to thank you and your staff for the assistance provided during this investigation. Specifically, we would like to recognize the efforts of Sergeant Patricia Putnam.

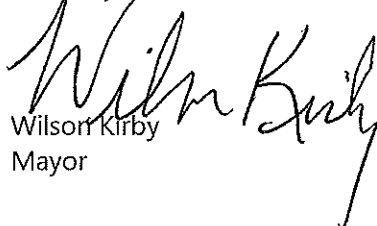
Early in the case you assigned Sergeant Patricia Putnam to assist the Berryville Police Department with the homicide investigation. Trish spent many hours looking at the financial motivations behind this heinous act. Her assistance helped to establish some of the critical factors that shed light on those ultimately responsible for the crime.

As the investigation continued to progress, Trish remained engaged and frequently traveled with Officer Frenzel to conduct interviews. Trish dedicated a great deal of time and energy to this investigation while at the same time handling her own case load. The murder of Gail Smith was a very complex investigation that most likely would not have been brought to such a successful resolution if not for the dedication and experience of Sergeant Putnam.

Clarke County is very fortunate to have such a dedicated professional serving in its Sheriff's Department.

Please pass along our thanks and best regards to Trish for all of her efforts in the Gail Smith murder investigation and her continued commitment to the safety and well-being of the residents of Berryville and Clarke County.

Sincerely,



Wilson Kirby
Mayor

Wilson Kirby
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Douglas A. Shaffer
Ward 1

H. Allen Kitselman, III
Ward 2

Mary L.C. Daniel
Ward 3

David L. Tollett
Ward 4

Keith R. Dalton
Town Manager

Attachment 2

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: BUDGET
DATE: 5/7/2015
CC: KEITH DALTON, TOWN MANAGER

A Public Hearing for the proposed FY 15-16 Budget is set for this meeting.

The Budget should be approved and appropriated at the June 9th meeting.

Proposed Budget FY 15-16 Highlights include:

REVENUES

GENERAL FUND

- Increase in Personal Property tax from \$1.05 to \$1.25
- PPTRA remains at 70%
- Increase in Real Estate tax rates from \$0.136 to \$0.186
- No increase in Vehicle Decal Rates
- No increase in Business & Professional License rates
- Police 599 and Rolling Stock per State projections
- 3% increase in Water Tank Site Lease per the agreement plus additional site lease
- Implementation of 2% Lodging Tax.

WATER FUND

- Increase in Treatment Fees from \$8.00 to \$8.40 per TG
- Ten Availability Fees projected

SEWER FUND

- No increase in Treatment Fees.
- Ten Availability Fees projected

EXPENSES

ALL FUNDS

- 1.5% COLA with some market payroll increases are proposed.
- 9.73% increase in Health Care costs.
- Add VRS LEOS Coverage
- TOTAL BUDGET increase of 3.83%

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 2.11%
- Debt Service reflects a deposit to RDA Debt Service Reserve Fund
- Contingency is 3% of the Operating Budget
- General Fund total decrease of 1.60%

WATER FUND

- Increase in Maintenance & Operational Expenses of .32%
- There is currently no Debt Service in the Water Fund
- Contingency is 5.25 % of the Operating Budget
- Water Fund total increase of 8.90% due to Capital Outlay and Reserves

SEWER FUND

- Increase in Maintenance & Operational Expenses of 2.61%
- Reduction in anticipated electricity costs
- Debt service reflects payment to VRA
- Contingency is 5% of the Operating Budget
- Sewer Fund total increase of 12.11%

Thank you for your efforts on this important process, I look forward to a productive year and as always, if you have any questions, please contact me.

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 7:30 p.m., or as soon after as this matter may be heard, on **Tuesday, May 12, 2015**, in the Main Meeting Room, Second Floor, of the Berryville/Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

Proposed Fiscal Year 2015-2016 Budget as follows:

<u>Resources and Revenues</u>	APPROVED FY 14-15	DRAFT FY 15-16
GENERAL FUND		
Fund Balance	\$ 386,940.60	\$.00
Revenue from Local Sources	\$ 1,923,450.00	\$ 2,326,400.00
Revenue from State Sources	\$ 905,968.00	\$ 838,781.00
Total	\$ 3,216,358.60	\$ 3,165,181.00
WATER FUND		
Fund Balance	\$ -	\$ -
Revenue from Local Sources	\$ 790,725.00	\$ 837,250.00
Availability Fees	\$ 26,250.00	\$ 52,500.00
Total	\$ 816,975.00	\$ 889,750.00
SEWER FUND		
Fund Balance	\$ -	\$ -
Revenue from Local Sources	\$ 1,494,100.00	\$ 1,575,100.00
Availability Fees	\$ 113,750.00	\$ 227,500.00
Revenue from WQIF Grant	\$ -	\$ -
Revenue from VRA Loan	\$ -	\$ -
Total	\$ 1,607,850.00	\$ 1,802,600.00
TOTAL RESOURCES AND REVENUES	\$ 5,641,183.60	\$ 5,857,531.00

Expenses and Reserves

GENERAL FUND		
Maintenance and Operational	\$ 2,863,510.00	\$ 2,851,876.00
Debt Service	\$ 133,627.60	\$ 133,627.00
Capital Reserves and Expenses	\$ 76,045.50	\$ 94,118.00
Contingency	\$ 143,175.50	\$ 85,560.00
Total	\$ 3,216,358.60	\$ 3,165,181.00
WATER FUND		
Maintenance and Operational	\$ 645,585.00	\$ 647,680.00
Debt Service		
Capital Reserves and Expenses	\$ 139,110.75	\$ 208,000.00
Contingency	\$ 32,279.25	\$ 34,070.00

Total	\$	816,975.00	\$	889,750.00
SEWER FUND				
Maintenance and Operational	\$	942,100.00	\$	966,775.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves and Expenses	\$	148,645.00	\$	317,485.00
Contingency	\$	47,105.00	\$	48,340.00
Total	\$	1,607,850.00	\$	1,802,600.00
TOTAL EXPENSES AND RESERVES	\$	5,641,183.60	\$	5,857,531.00

Copies of the full proposed budget may be examined at the Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours. Additional information may be obtained by calling Assistant Town Manager/Treasurer Desiree Moreland at 540-955-1099.

Any person desiring to be heard regarding the above matters should appear at the appointed time and place. Written copies of statements at public hearings are requested but not required.

The Town of Berryville does not discriminate against disabled people in admission or access to its programs and activities. Accommodations will be made for disabled people upon prior request.

By order of the Town Council
Keith R. Dalton, Town Manager

ADVERTISE: Winchester Star

April 28, 2015
May 5, 2015

INVOICE: Town of Berryville
101 Chalmers Court, Suite A
Berryville, VA 22611

FY 15-16 FINAL DRAFT BUDGET REVENUES

Account Number	Account Description	Prior Year Budget	Current Year Budget	Current Year Actual	REQUEST
GENERAL FUND					
FUND BALANCE					
100-3000000-0000	FUND BALANCE FORWARD	\$ 704,806.00	\$ 386,940.00	\$ -	\$ -
	TOTAL FUND BALANCE	\$ 704,806.00	\$ 386,940.00	\$ -	\$ -
REVENUE FROM LOCAL SOURCES					
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 560,000.00	\$ 660,000.00	\$ 633,667.94	\$ 881,500.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 155,000.00	\$ 170,000.00	\$ 341,365.00	\$ 216,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,000.00	\$ 3,000.00	\$ (682.00)	\$ 3,000.00
100-3110401-0000	MACHINERY & TOOLS	\$ 155,000.00	\$ 163,000.00	\$ -	\$ 160,000.00
100-3110601-0000	TAX PENALTIES	\$ 3,000.00	\$ 3,000.00	\$ 1,973.00	\$ 3,000.00
100-3110602-0000	TAX INTEREST	\$ 1,500.00	\$ 1,500.00	\$ 1,762.00	\$ 1,500.00
	TOTAL REV FROM LOCAL SOURCES	\$ 887,000.00	\$ 1,010,000.00	\$ 978,085.94	\$ 1,274,500.00
OTHER LOCAL TAXES					
100-3120101-0000	LOCAL SALES TAX	\$ 150,000.00	\$ 160,000.00	\$ 91,259.00	\$ 175,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 90,000.00	\$ 90,000.00	\$ 41,604.00	\$ 90,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 185,000.00	\$ 185,000.00	\$ 2,186.00	\$ 185,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 28,000.00	\$ 25,000.00	\$ 15,470.00	\$ 27,000.00
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00	\$ 79,993.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 110,000.00	\$ 110,000.00	\$ -	\$ 140,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ -	\$ -	\$ -	\$ 1,300.00
100-3121001-0000	LODGING TAX (2%)	\$ -	\$ -	\$ -	\$ 17,500.00
100-3121101-0000	MEALS TAX (4%)	\$ 90,000.00	\$ 192,000.00	\$ 89,233.00	\$ 185,000.00
	TOTAL OTHER LOCAL TAXES	\$ 743,000.00	\$ 852,000.00	\$ 319,745.00	\$ 910,800.00
PERMITS, FEES & LICENSES					
100-3130304-0000	LAND USE APPLICATION FEES	\$ 1,000.00	\$ 1,000.00	\$ 1,245.00	\$ 1,500.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00	\$ 16,050.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 11,000.00	\$ 11,000.00	\$ 17,295.00	\$ 11,500.00
FINES & FORFEITURES					
100-3140101-0000	COURT FINES	\$ 35,000.00	\$ 20,000.00	\$ 22,067.00	\$ 30,000.00
100-3140102-0000	PARKING METER FINES	\$ 2,750.00	\$ 2,750.00	\$ 1,009.00	\$ 2,000.00
	TOTAL FINES & FORFEITURES	\$ 37,750.00	\$ 22,750.00	\$ 23,076.00	\$ 32,000.00
REVENUE FROM MONEY OR PROP					
100-3150101-0000	INTEREST ON DEPOSITS	\$ 15,000.00	\$ 7,000.00	\$ 3,383.00	\$ 6,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00	\$ 6,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 29,400.00	\$ 63,600.00	\$ 16,178.00	\$ 64,500.00
	TOTAL FROM MONEY OR PROP	\$ 56,400.00	\$ 82,600.00	\$ 25,561.00	\$ 82,500.00
CHARGES FOR SERVICES					
100-3160703-0000	PARKING METERS	\$ 8,000.00	\$ 8,000.00	\$ 4,079.00	\$ 8,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
	TOTAL CHARGES FOR SERVICES	\$ 8,100.00	\$ 8,100.00	\$ 4,079.00	\$ 8,100.00
MISCELLANEOUS REVENUES					
100-3189905-0000	SALE OF SURPLUS	\$ 1,000.00	\$ 1,000.00	\$ 7,173.00	\$ 1,000.00
	TOTAL MISC REVENUES	\$ 1,000.00	\$ 1,000.00	\$ 7,173.00	\$ 1,000.00
RECOVERED COSTS					
100-3190203-0000	REIMBURSABLE FEES	\$ 5,000.00	\$ 5,000.00	\$ (14,853.00)	\$ 5,000.00
	TOTAL RECOVERED COSTS	\$ 5,000.00	\$ 5,000.00	\$ (14,853.00)	\$ 5,000.00
TOTAL LOCAL REVENUES					
		\$ 2,454,056.00	\$ 2,379,390.00	\$ 1,360,161.94	\$ 2,325,400.00

REVENUE FROM THE COMMONWEALTH						
NON-CATEGORICAL AID						
100-3220107-0000	ROLLING STOCK TAX	\$	2,000.00	\$	2,000.00	\$ 2,000.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00	\$ 209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	100,000.00	\$	90,000.00	\$ 47,119.00
	TOTAL NON-CATEGORICAL AID	\$	311,917.00	\$	301,917.00	\$ 259,057.00
CATEGORICAL AID						
100-3240103-0000	599 LAW ENFORCEMENT GRANT	\$	74,052.00	\$	74,052.00	\$ 37,026.00
100-3240103-0000	LE BLOCK GRANT	\$	-	\$	-	\$ -
100-3240201-0000	FIRE FUND PROGRAM	\$	11,187.00	\$	11,187.00	\$ 13,299.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	431,812.00	\$	431,812.00	\$ 228,374.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	10,000.00	\$	10,000.00	\$ -
100-3240302-0000	LITTER CONTROL GRANT	\$	2,000.00	\$	2,000.00	\$ 1,889.00
100-3240311-0000	ST EMERGENCY R&R	\$	-	\$	-	\$ -
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	5,000.00	\$	5,000.00	\$ 5,000.00
	TOTAL CATEGORICAL AID	\$	534,051.00	\$	534,051.00	\$ 285,588.00
TOTAL FROM THE COMMONWEALTH		\$	845,968.00	\$	835,968.00	\$ 544,645.00
REVENUE FROM THE FEDERAL GOVERNMENT						
CATEGORICAL AID						
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$	-	\$	-	\$ -
100-3340311-0000	FEDERAL EMERGENCY R&R	\$	-	\$	-	\$ -
	TOTAL CATEGORICAL AID	\$	-	\$	-	\$ -
TOTAL FROM FEDERAL GOVERNMENT		\$	-	\$	-	\$ -
REVENUE FROM OTHER SOURCES						
NON-REVENUE RECEIPTS						
100-3410201-0000	MISCELLANEOUS REVENUES	\$	1,000.00	\$	1,000.00	\$ 27,064.00
	TOTAL FROM OTHER SOURCES	\$	1,000.00	\$	1,000.00	\$ 27,064.00
TOTAL FROM OTHER SOURCES		\$	1,000.00	\$	1,000.00	\$ 27,064.00
TOTAL GENERAL FUND REVENUES		\$	3,301,024.00	\$	3,216,358.00	\$ 1,931,870.94
WATER FUND						
FUND BALANCE						
501-3000000-0000	FUND BALANCE	\$	33,284.00	\$	-	\$ -
	TOTAL FUND BALANCE	\$	33,284.00	\$	-	\$ -
REVENUE FROM MONEY OR PROP						
501-3150102-0000	INTEREST ON INVESTMENTS	\$	6,000.00	\$	5,000.00	\$ 2,199.00
	TOTAL FROM USE OF MONEY OR PROP	\$	6,000.00	\$	5,000.00	\$ 2,199.00
CHARGES FOR SERVICES						
501-3160110-0000	TREATMENT FEES	\$	674,000.00	\$	754,000.00	\$ 391,514.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$	30,000.00	\$	30,000.00	\$ 14,562.00
501-3160112-0000	SECURITY DEPOSITS	\$	100.00	\$	100.00	\$ (289.00)
501-3160113-0000	AVAILABILITY CHARGES	\$	10,500.00	\$	26,250.00	\$ 26,250.00
501-3160114-0000	CONNECTION CHARGES	\$	-	\$	-	\$ 130.00
501-3160115-0000	METER FEES	\$	650.00	\$	1,625.00	\$ 1,950.00
	TOTAL CHARGES FOR SERVICES	\$	715,250.00	\$	811,975.00	\$ 434,117.00
TOTAL WATER FUND		\$	754,534.00	\$	816,975.00	\$ 438,515.00

SEWER FUND						
FUND BALANCE						
502-3000000-0000	FUND BALANCE	\$	74,407.00	\$	-	\$ -
	TOTAL FUND BALANCE	\$	74,407.00	\$	-	\$ -
REVENUE FROM MONEY OR PROP						
502-3150101-0000	INTEREST INCOME	\$	14,000.00	\$	8,000.00	\$ 4,188.00
	TOTAL REVENUE FROM MONEY OR PROP	\$	14,000.00	\$	8,000.00	\$ 4,188.00
CHARGES FOR SERVICES						
502-3160110-0000	TREATMENT FEES	\$	1,540,000.00	\$	1,486,000.00	\$ 797,989.00
502-3160112-0000	SECURITY DEPOSITS	\$	100.00	\$	100.00	\$ (136.00)
502-3160113-0000	AVAILABILITY CHARGES	\$	45,500.00	\$	113,750.00	\$ 136,500.00
	TOTAL CHARGES FOR SERVICES	\$	1,585,600.00	\$	1,599,850.00	\$ 934,353.00
REVENUE FROM OTHER SOURCES						
NON-REVENUE RECEIPTS						
502-3410401-0000	VRA LOAN	\$	500,000.00	\$	-	\$ -
502-3410402-0000	WQIF Grant	\$	500,000.00	\$	-	\$ -
	TOTAL NON-REVENUE RECEIPTS	\$	1,000,000.00	\$	-	\$ -
TOTAL FROM OTHER SOURCES						
		\$	1,000,000.00	\$	-	\$ -
TOTAL SEWER FUND						
		\$	2,674,007.00	\$	1,607,850.00	\$ 938,541.00

TOTAL REVENUES ALL FUNDS \$ 6,729,565.00 \$ 5,641,183.00 \$ 3,308,926.94 \$ 5,857,531.00

FY 15-16 FINAL DRAFT BUDGET EXPENSES						
Account Number	Account Description	Prior Year Budget	Current Year Budget	Current Year Actual	REQUEST	
GENERAL FUND						
TOWN COUNCIL						
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00	\$ 9,450.00	\$ 18,900.00	
100-4011100-5540	TRAINING	\$ 1,000.00	\$ 1,000.00	-	\$ 1,000.00	
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ 7,500.00	\$ -	-	\$ -	
100-4011100-5800	MISCELLANEOUS	\$ 1,000.00	\$ 1,500.00	-	\$ 1,000.00	
100-4011100-5810	Dues	\$ 2,300.00	\$ 2,300.00	2,302.00	\$ 3,000.00	
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,250.00	650.00	\$ 2,000.00	
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ 250.00	\$ -	-	\$ -	
TOTAL TOWN COUNCIL						
		\$ 32,950.00	\$ 25,950.00	\$ 12,402.00	\$ 25,900.00	
TOWN CLERK						
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 44,290.00	\$ 44,290.00	\$ 12,413.00	\$ 36,800.00	
100-4011200-5540	EDUCATION/TRAINING	\$ 750.00	\$ 500.00	-	\$ 1,000.00	
100-4011200-5810	DUES	\$ 100.00	\$ 200.00	-	\$ 200.00	
TOTAL TOWN CLERK						
		\$ 45,140.00	\$ 44,990.00	\$ 12,413.00	\$ 38,000.00	
TOWN MANAGER						
100-4012110-1112	COMPENSATION	\$ 124,800.00	\$ 124,800.00	\$ 69,686.00	\$ 129,000.00	
100-4012110-5230	TELECOMMUNICATIONS				\$ 600.00	
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00	-	\$ 150.00	
100-4012110-5540	TRAINING	\$ 1,000.00	\$ 1,000.00	-	\$ 1,000.00	
100-4012110-5810	DUES	\$ 350.00	\$ 300.00	298.00	\$ 300.00	
TOTAL TOWN MANAGER						
		\$ 126,300.00	\$ 126,250.00	\$ 69,984.00	\$ 131,050.00	
LEGAL SERVICES						
100-4012210-3150	PROFESSIONAL SERVICES	\$ 40,000.00	\$ 30,000.00	\$ 17,814.00	\$ 30,000.00	
TOTAL LEGAL SERVICES						
		\$ 40,000.00	\$ 30,000.00	\$ 17,814.00	\$ 30,000.00	

	PERSONNEL								
100-4012220-2100	SOCIAL SECURITY	\$	72,980.00	\$	71,300.00	\$	40,177.00	\$	69,940.00
100-4012220-2210	RETIREMENT- LEOS	\$	88,530.00	\$	80,210.00	\$	39,508.00	\$	102,200.00
100-4012220-2220	VMLIP - STD	\$	-	\$	580.00	\$	654.00	\$	560.00
100-4012220-2230	VMLIP - LTD	\$	-	\$	5,100.00	\$	2,131.00	\$	4,905.00
100-4012220-2250	Line of Duty Act	\$	2,110.00	\$	3,000.00	\$	3,217.00	\$	3,550.00
100-4012220-2300	HEALTH INSURANCE	\$	133,430.00	\$	133,000.00	\$	63,772.00	\$	140,635.00
100-4012220-2400	LIFE INSURANCE	\$	11,355.00	\$	12,300.00	\$	5,492.00	\$	10,785.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	1,050.00	\$	800.00	\$	25.00	\$	675.00
100-4012220-2700	WORKER'S COMPENSATION	\$	26,105.00	\$	30,000.00	\$	21,761.00	\$	24,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	300.00	\$	450.00	\$	45.00	\$	500.00
	TOTAL PERSONNEL	\$	335,860.00	\$	336,740.00	\$	176,782.00	\$	357,750.00
	INDEPENDENT AUDITOR								
100-4012240-3120	CONTRACTUAL SERVICES	\$	14,900.00	\$	15,100.00	\$	-	\$	15,300.00
	TOTAL INDEPENDENT AUDITOR	\$	14,900.00	\$	15,100.00	\$	-	\$	15,300.00
	TOWN TREASURER								
100-4012410-1113	COMPENSATION	\$	89,600.00	\$	89,600.00	\$	48,957.00	\$	90,800.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	-	\$	-	\$	-	\$	2,000.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	950.00	\$	950.00	\$	-	\$	100.00
100-4012410-5306	SURETY BONDS	\$	300.00	\$	300.00	\$	260.00	\$	300.00
100-4012410-5540	TRAINING	\$	1,000.00	\$	1,000.00	\$	1,188.00	\$	1,500.00
100-4012410-5810	DUES	\$	150.00	\$	150.00	\$	300.00	\$	300.00
	TOTAL TOWN TREASURER	\$	92,000.00	\$	92,000.00	\$	50,705.00	\$	95,000.00
	FINANCE/ACCOUNTING								
100-4012430-1113	COMPENSATION	\$	56,050.00	\$	56,220.00	\$	30,329.00	\$	58,600.00
100-4012430-5540	TRAINING	\$	400.00	\$	400.00	\$	-	\$	200.00
	TOTAL FINANCE/ACCOUNTING	\$	56,450.00	\$	56,620.00	\$	30,329.00	\$	58,800.00
	CENTRAL ADM/PURCHASING								
100-4012530-3320	MAINTENANCE CONTRACTS	\$	33,500.00	\$	34,525.00	\$	23,596.00	\$	22,350.00
100-4012530-3400	WEB SITE	\$	2,200.00	\$	2,000.00	\$	5,806.40	\$	5,135.00
100-4012530-3501	NEWSLETTER	\$	1,500.00	\$	1,500.00	\$	-	\$	1,000.00
100-4012530-3600	ADVERTISING	\$	8,500.00	\$	7,000.00	\$	5,641.00	\$	7,000.00
100-4012530-5210	POSTAGE	\$	9,000.00	\$	8,000.00	\$	3,393.00	\$	8,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$	2,700.00	\$	2,100.00	\$	990.00	\$	1,200.00
100-4012530-5415	COPIER LEASE							\$	3,000.00
100-4012530-5540	TRAINING	\$	750.00	\$	750.00	\$	-	\$	1,500.00
100-4012530-5810	DUES	\$	500.00	\$	500.00	\$	300.00	\$	500.00
100-4012530-6001	OFFICE SUPPLIES	\$	12,500.00	\$	11,000.00	\$	4,984.60	\$	11,000.00
	TOTAL CENTRAL ADM/PURCHASING	\$	71,150.00	\$	67,375.00	\$	44,711.00	\$	60,685.00
	RISK MANAGEMENT								
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	15,000.00	\$	13,500.00	\$	11,992.00	\$	13,200.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	9,000.00	\$	9,000.00	\$	8,469.00	\$	9,300.00
100-4012550-5307	VARISK-2	\$	-	\$	0	\$	-	\$	-
100-4012550-5308	SEMI-MULTI PERIL INS	\$	15,000.00	\$	11,500.00	\$	24,011.00	\$	26,500.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	3,000.00	\$	3,000.00	\$	-	\$	3,000.00
	TOTAL RISK MANAGEMENT	\$	42,000.00	\$	37,000.00	\$	44,472.00	\$	52,000.00
	ENGINEERING SERVICES								
100-4012600-3140	ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00	\$	-	\$	5,000.00
	TOTAL ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00	\$	-	\$	5,000.00
	ELECTIONS								
100-4013100-1125	ELECTION OFFICIALS	\$	500.00	\$	500.00	\$	-	\$	500.00
100-4013100-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,000.00	\$	459.00	\$	1,000.00
	TOTAL ELECTIONS	\$	1,500.00	\$	1,500.00	\$	459.00	\$	1,500.00
	PUBLIC DEFENDER FEES								
100-4021500-3150	PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00	\$	-	\$	2,000.00
	TOTAL PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00	\$	-	\$	2,000.00

POLICE DEPARTMENT									
100-4031100-1139	COMPENSATION	\$	511,250.00	\$	500,000.00	\$	251,328.00	\$	479,600.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$	500.00	\$	500.00	\$	-	\$	500.00
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$	1,000.00	\$	500.00	\$	400.00	\$	1,000.00
100-4031100-3190	INTERPRETER	\$	400.00	\$	400.00	\$	-	\$	400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$	10,000.00	\$	9,875.00	\$	12,532.00	\$	12,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$	5,500.00	\$	8,088.00	\$	3,538.00	\$	7,500.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$	6,000.00	\$	1,000.00	\$	-	\$	1,000.00
100-4031100-5210	POSTAGE	\$	-	\$	275.00	\$	21.00	\$	250.00
100-4031100-5230	TELECOMMUNICATIONS	\$	1,750.00	\$	1,550.00	\$	387.00	\$	4,044.00
100-4031100-5415	COPIER LEASE							\$	3,000.00
100-4031100-5540	TRAINING	\$	12,000.00	\$	8,000.00	\$	4,793.00	\$	9,500.00
100-4031100-5810	DUES	\$	1,000.00	\$	3,045.00	\$	425.00	\$	2,050.00
100-4031100-5815	COMMUNITY RELATIONS	\$	700.00	\$	700.00	\$	852.00	\$	900.00
100-4031100-6001	OFFICE SUPPLIES	\$	2,000.00	\$	1,850.00	\$	477.00	\$	1,850.00
100-4031100-6008	GASOLINE & OIL	\$	24,288.00	\$	24,288.00	\$	8,418.00	\$	20,000.00
100-4031100-6010	POLICE SUPPLIES	\$	10,000.00	\$	8,000.00	\$	12,589.00	\$	12,300.00
100-4031100-6011	UNIFORMS	\$	4,000.00	\$	3,000.00	\$	2,771.00	\$	4,000.00
	TOTAL POLICE DEPARTMENT	\$	590,388.00	\$	571,071.00	\$	298,531.00	\$	559,894.00
TRAFFIC CONTROL									
100-4031300-5699	COUNTY CONT/CROSSING GD	\$	2,500.00	\$	2,500.00	\$	-	\$	2,500.00
	TOTAL TRAFFIC CONTROL	\$	2,500.00	\$	2,500.00	\$	-	\$	2,500.00
EMERGENCY SERVICES									
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$	2,000.00	\$	2,000.00	\$	-	\$	2,000.00
	TOTAL EMERGENCY SERVICES	\$	2,000.00	\$	2,000.00	\$	-	\$	2,000.00
VOLUNTEER FIRE DEPARTMENT									
100-4032200-5699	CONTRIBUTION/JHEVFD	\$	25,000.00	\$	25,000.00	\$	-	\$	25,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$	11,187.00	\$	11,187.00	\$	13,299.00	\$	14,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$	36,187.00	\$	36,187.00	\$	13,299.00	\$	39,000.00
RESCUE SERVICES									
100-4032300-5699	PROFESSIONAL SER EMT""	\$	67,380.00	\$	67,920.00	\$	-	\$	67,920.00
	TOTAL RESCUE SERVICES	\$	67,380.00	\$	67,920.00	\$	-	\$	67,920.00
CORRECTION & DETENTION									
100-4033200-5550	CONFINEMENT OF PRISONERS	\$	250.00	\$	250.00	\$	-	\$	250.00
	TOTAL CORRECTION & DETENTION	\$	250.00	\$	250.00	\$	-	\$	250.00
PUBLIC WORKS ADMINISTRATION									
100-4041100-1140	Compensation	\$	42,425.00	\$	42,425.00	\$	22,391.00	\$	42,700.00
100-4041100-3110	MEDICAL EXAMS	\$	550.00	\$	525.00	\$	632.00	\$	525.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	7,000.00	\$	6,000.00	\$	6,986.00	\$	7,000.00
100-4041100-5120	FUEL OIL/HEAT	\$	3,500.00	\$	3,325.00	\$	73.00	\$	3,325.00
100-4041100-5230	TELECOMMUNICATIONS	\$	4,000.00	\$	3,800.00	\$	1,992.00	\$	4,400.00
100-4041100-5415	COPIER LEASE							\$	2,100.00
100-4041100-5540	TRAINING	\$	665.00	\$	500.00	\$	468.00	\$	500.00
100-4041100-6001	OFFICE SUPPLIES	\$	700.00	\$	500.00	\$	1,616.00	\$	500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	58,840.00	\$	57,075.00	\$	34,158.00	\$	61,050.00
HWYS, STS BRIDGES & SDWLKS									
100-4041200-1183	COMPENSATION	\$	116,525.00	\$	117,600.00	\$	61,062.00	\$	123,855.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	11,400.00	\$	10,000.00	\$	6,918.00	\$	10,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	7,220.00	\$	6,000.00	\$	-	\$	6,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	600.00	\$	500.00	\$	-	\$	500.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,000.00	\$	950.00	\$	-	\$	950.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	4,512.00	\$	4,000.00	\$	6,854.00	\$	4,000.00
100-4041200-6008	GASOLINE & OIL	\$	38,990.00	\$	37,040.00	\$	16,594.00	\$	37,400.00
100-4041200-6011	UNIFORMS	\$	3,200.00	\$	3,000.00	\$	2,627.00	\$	3,000.00
100-4041200-6050	ASPHALT	\$	-	\$	-	\$	-	\$	-
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	183,447.00	\$	179,090.00	\$	94,055.00	\$	185,705.00
VDOT STREET MAINTENANCE									

100-4041250-3300	VDOT STREET MAINTENANCE	\$	431,812.00	\$	431,812.00	\$	414,571.00	\$	384,312.00
100-4041250-3310	EQUIPMENT MAINTENANCE (VDOT)	\$	-	\$	-	\$	556.00		
100-4041250-3316	STREET SIGN MAINTENANCE (VDOT)	\$	-	\$	-	\$	702.00		
100-4041250-6050	ASPHALT (VDOT)	\$	-	\$	-	\$	-		
100-4041250-6130	TREE REMOVAL (VDOT)	\$	-	\$	-	\$	-		
100-4041250-6307	SNOW REMOVAL (VDOT)	\$	-	\$	-	\$	4,623.00		
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)						\$		47,500.00
	TOTAL VDOT STREET MAINTENANCE	\$	431,812.00	\$	431,812.00	\$	420,452.00	\$	431,812.00
	STREET LIGHTS								
100-4041320-5110	ELECTRICITY	\$	81,500.00	\$	79,000.00	\$	37,647.00	\$	79,000.00
	TOTAL STREET LIGHTS	\$	81,500.00	\$	79,000.00	\$	37,647.00	\$	79,000.00
	SNOW REMOVAL								
100-4041330-6007	MATERIALS & SUPPLIES	\$	6,000.00	\$	2,000.00	\$	-	\$	2,000.00
	TOTAL SNOW REMOVAL	\$	6,000.00	\$	2,000.00	\$	-	\$	2,000.00
	PARKING METERS & LOTS								
100-4041340-6007	MATERIALS & SUPPLIES	\$	1,500.00	\$	1,500.00	\$	-	\$	1,500.00
	TOTAL PARKING METERS & LOTS	\$	1,500.00	\$	1,500.00	\$	-	\$	1,500.00
	STREET & ROAD CLEANING								
100-4042200-6007	MATERIALS & SUPPLIES	\$	9,000.00	\$	4,000.00	\$	-	\$	4,000.00
	TOTAL STREET & ROAD CLEANING	\$	9,000.00	\$	4,000.00	\$	-	\$	4,000.00
	REFUSE COLLECTION								
100-4042300-3220	CONTRACTUAL SERVICES	\$	194,000.00	\$	170,200.00	\$	96,270.00	\$	177,000.00
100-4042300-6225	RECYCLING SERVICES	\$	77,500.00	\$	51,000.00	\$	23,883.00	\$	53,000.00
	TOTAL REFUSE COLLECTION	\$	271,500.00	\$	221,200.00	\$	120,153.00	\$	230,000.00
	REFUSE DISPOSAL								
100-4042400-3800	FCO LANDFILL CHARGES	\$	20,000.00	\$	20,000.00	\$	9,529.00	\$	20,000.00
	TOTAL REFUSE DISPOSAL	\$	20,000.00	\$	20,000.00	\$	9,529.00	\$	20,000.00
	GENERAL PROPERTIES								
100-4043200-3310	REPAIR & MAINTENANCE	\$	10,230.00	\$	9,000.00	\$	2,573.00	\$	9,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$	4,400.00	\$	4,180.00	\$	3,300.00	\$	4,100.00
100-4043200-5110	ELECTRICITY	\$	900.00	\$	-	\$	122.00	\$	-
100-4043200-6007	MATERIALS & SUPPLIES	\$	1,344.00	\$	1,000.00	\$	-	\$	1,000.00
100-4043200-6017	CHRISTMAS LIGHTS	\$	1,354.00	\$	1,100.00	\$	1,520.00	\$	1,200.00
	TOTAL GENERAL PROPERTIES	\$	18,228.00	\$	15,280.00	\$	7,515.00	\$	15,300.00
	BUILDING SERVICES								
100-4064200-3150	PROFESSIONAL SERVICES	\$	7,500.00	\$	1,350.00	\$	945.00	\$	1,500.00
100-4064200-3200	CONTRACTURAL SERVICES	\$	25,000.00	\$	15,610.00	\$	7,200.00	\$	16,000.00
100-4064200-5110	ELECTRICITY	\$	15,500.00	\$	13,540.00	\$	10,209.00	\$	14,000.00
100-4064200-5120	NATURAL GAS/HEAT	\$	5,000.00	\$	2,010.00	\$	1,536.00	\$	2,500.00
100-4064200-5130	WATER/SEWER	\$	500.00	\$	880.00	\$	278.00	\$	850.00
100-4064200-5230	TELECOMMUNICATIONS	\$	12,000.00	\$	9,810.00	\$	5,236.00	\$	10,000.00
100-4064200-5304	LIABILITY INSURANCE	\$	2,000.00	\$	1,930.00	\$	850.00	\$	2,000.00
100-4064200-7113	IN KIND COSTS	\$	-	\$	-	\$	5,000.00	\$	15,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	20,000.00	\$	33,850.00	\$	9,594.00	\$	20,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	-	\$	6,520.00	\$	8,523.00	\$	7,000.00
	TOTAL BUILDING SERVICES	\$	87,500.00	\$	85,500.00	\$	49,371.00	\$	88,850.00
	PARKS & RECREATION								
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$	1,425.00	\$	1,000.00	\$	410.00	\$	1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$	5,000.00	\$	5,000.00	\$	-	\$	5,000.00
100-4071310-6017	CHRISTMAS LIGHTS	\$	500.00	\$	400.00	\$	350.00	\$	400.00
100-4071310-6018	ROSE HILL IMPROVEMENTS	\$	6,000.00	\$	5,000.00	\$	279.00	\$	5,000.00
	TOTAL PARKS & RECREATION	\$	12,925.00	\$	11,400.00	\$	1,039.00	\$	11,400.00
	PLANNING								
100-4081100-1155	COMPENSATION	\$	75,375.00	\$	75,375.00	\$	40,316.00	\$	77,435.00

100-4081100-3190	PROFESSIONAL SERVICES	\$	17,500.00	\$	4,500.00	\$	7,460.00	\$	5,000.00
100-4081100-3500	PRINTING	\$	500.00	\$	200.00	\$	-	\$	200.00
100-4081100-5510	MILEAGE	\$	750.00	\$	750.00	\$	174.00	\$	750.00
100-4081100-5540	TRAINING	\$	750.00	\$	500.00	\$	-	\$	500.00
100-4081100-5810	DUES	\$	1,000.00	\$	600.00	\$	415.00	\$	600.00
100-4081100-6001	OFFICE EQUIPMENT	\$	200.00	\$	100.00	\$	21.00	\$	100.00
100-4081100-6012	PUBLICATIONS	\$	200.00	\$	-	\$	-	\$	-
	TOTAL PLANNING	\$	96,275.00	\$	82,025.00	\$	48,386.00	\$	84,585.00
	BOARD OF ZONING APPEALS								
100-4081400-1110	EXPENSE COMPENSATION	\$	500.00	\$	500.00	\$	160.00	\$	500.00
100-4081400-5540	TRAINING	\$	500.00	\$	500.00	\$	-	\$	-
	TOTAL BOARD OF ZONING APPEALS	\$	1,000.00	\$	1,000.00	\$	160.00	\$	500.00
	ECONOMIC DEVELOPMENT								
100-4081500-5410	TOD SIGNS	\$	2,000.00	\$	2,000.00	\$	-	\$	-
100-4081500-5411	WAYFINDING SIGNS	\$	10,000.00	\$	10,000.00	\$	-	\$	-
100-4081500-5697	IDA GRANT MATCH	\$	10,000.00	\$	30,000.00	\$	30,000.00	\$	54,000.00
100-4081500-5698	GRANT AND MATCHING FUNDS	\$	10,000.00	\$	10,000.00	\$	10,000.00	\$	10,000.00
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	20,000.00	\$	20,000.00	\$	10,000.00	\$	18,000.00
	TOTAL ECONOMIC DEVELOPMENT	\$	52,000.00	\$	72,000.00	\$	50,000.00	\$	82,000.00
	PLANNING COMMISSION								
100-4081600-1111	EXPENSE COMPENSATION	\$	6,000.00	\$	5,000.00	\$	1,130.00	\$	5,000.00
100-4081600-5540	TRAINING	\$	1,000.00	\$	1,000.00	\$	-	\$	1,000.00
100-4081600-5810	DUES	\$	250.00	\$	250.00	\$	-	\$	250.00
	TOTAL PLANNING COMMISSION	\$	7,250.00	\$	6,250.00	\$	1,130.00	\$	6,250.00
	B'VILLE AREA DEV AUTHORITY								
100-4081700-1111	EXPENSE COMPENSATION	\$	2,500.00	\$	2,500.00	\$	530.00	\$	2,500.00
100-4081700-5540	TRAINING	\$	250.00	\$	250.00	\$	-	\$	250.00
100-4081700-5810	DUES	\$	125.00	\$	125.00	\$	-	\$	125.00
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	2,875.00	\$	2,875.00	\$	530.00	\$	2,875.00
	ARCHITECTURAL REVIEW BOARD								
100-4081800-5540	TRAINING	\$	250.00	\$	250.00	\$	-	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$	250.00	\$	250.00	\$	-	\$	500.00
	CAPITAL OUTLAY								
100-4094200-8200	PW SITE EXPANSION-RESERVE								
100-4094200-8201	CHRISTMAS DECORATIONS								
100-4094200-8225	COMPUTER REPLACEMENT	\$	4,000.00	\$	4,000.00	\$	-	\$	4,000.00
100-4094200-8231	Police Cruiser	\$	30,000.00	\$	-	\$	-	\$	-
100-4094200-8338	ONE TON DUMP	\$	-	\$	40,000.00	\$	15,050.00		
100-4094200-8339	SALT BOX/SNOW PLOW	\$	-	\$	9,600.00	\$	-		
100-4094200-8340	MOWER	\$	7,555.00	\$	-	\$	-	\$	6,000.00
100-4094200-8345	PW TON DUMP BED	\$	7,775.00	\$	-	\$	-		
100-4094200-8367	SEWER JET RODDER	\$	-	\$	22,445.00	\$	-		
100-4094200-8411	CAPITAL RESERVE							\$	43,508.00
100-4094200-8421	PD IN CAR CAMERA REP	\$	12,000.00	\$	-	\$	-		
100-4094200-8450	HVAC JOINT GOV CTR	\$	-	\$	-	\$	-		
100-4094200-8500	PPTRA RESERVE	\$	54,917.00	\$	-	\$	-	\$	10,000.00
100-4094200-8601	PD SOFTWARE UPGRADE							\$	25,610.00
100-4094200-8603	PD SERVER REPLACEMENT							\$	5,000.00
	TOTAL CAPITAL OUTLAY	\$	116,247.00	\$	76,045.00	\$	15,050.00	\$	94,118.00
	CONTINGENCY								
100-4094300-5800	CONTINGENCY (3%)	\$	145,293.00	\$	213,976.00	\$	20,085.00	\$	85,560.00
	TOTAL CONTINGENCY	\$	145,293.00	\$	213,976.00	\$	20,085.00	\$	85,560.00
	DEBT SERVICE								
100-4095000-9110	CIP PRINCIPAL	\$	30,500.00	\$	31,800.00	\$	15,727.00	\$	33,120.00
100-4095000-9120	CIP INTEREST	\$	90,980.00	\$	89,680.00	\$	45,011.00	\$	88,360.00
100-4095000-9130	RDA DEBT SER RESERVE	\$	12,147.00	\$	12,147.00	\$	-	\$	12,147.00
	TOTAL DEBT SERVICE	\$	133,627.00	\$	133,627.00	\$	60,738.00	\$	133,627.00

TOTAL GENERAL FUND OPERATIONAL	\$	2,905,857.00	\$	2,792,710.00	\$	1,646,026.00	\$	2,851,876.00
TOTAL GENERAL FUND CONTINGENCY	\$	145,293.00	\$	213,976.00	\$	20,085.00	\$	85,560.00
TOTAL GENERAL FUND CAP OUTLAY	\$	116,247.00	\$	76,045.00	\$	15,050.00	\$	94,118.00
TOTAL GENERAL FUND DEBT SERVICE	\$	133,627.00	\$	133,627.00	\$	60,738.00	\$	133,627.00

TOTAL GENERAL FUND EXPENSES	\$	3,301,024.00	\$	3,216,358.00	\$	1,741,899.00	\$	3,165,181.00
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WATER FUND

PERSONNEL

501-4012220-1140	COMPENSATION	\$	37,825.00	\$	37,825.00	\$	18,000.00	\$	38,460.00
501-4012220-2100	SOCIAL SECURITY	\$	19,385.00	\$	18,900.00	\$	8,857.00	\$	18,525.00
501-4012220-2210	RETIREMENT - LEOS	\$	23,525.00	\$	21,255.00	\$	8,516.00	\$	27,075.00
501-4012220-2220	VMLIP - STD	\$	-	\$	155.00	\$	134.00	\$	150.00
501-4012220-2230	VMLIP - LTD	\$	-	\$	1,340.00	\$	375.00	\$	1,300.00
501-4012220-2300	HEALTH INSURANCE	\$	35,445.00	\$	35,000.00	\$	15,748.00	\$	37,255.00
501-4012220-2400	LIFE INSURANCE	\$	3,015.00	\$	3,260.00	\$	1,184.00	\$	2,860.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$	280.00	\$	215.00	\$	7.00	\$	180.00
501-4012220-2700	WORKER'S COMPENSATION	\$	8,000.00	\$	8,250.00	\$	5,800.00	\$	6,400.00
501-4012220-3145	PROFESSIONAL SERVICES	\$	1,000.00	\$	1,000.00	\$	-	\$	100.00
501-4012220-3170	MISS UTILITY	\$	2,000.00	\$	1,900.00	\$	292.00	\$	1,000.00
501-4012220-3320	HANDHELD MAINT	\$	1,350.00	\$	2,000.00	\$	1,685.00	\$	2,000.00
501-4012220-5210	POSTAGE	\$	3,500.00	\$	2,500.00	\$	1,129.00	\$	2,500.00
501-4012220-5540	TRAINING	\$	-	\$	-	\$	-	\$	1,000.00
501-4012220-6001	OFFICE SUPPLIES	\$	650.00	\$	650.00	\$	225.00	\$	650.00

TOTAL PERSONNEL	\$	135,975.00	\$	134,250.00	\$	61,952.00	\$	139,455.00
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TREATMENT

501-4012222-1147	COMPENSATION	\$	156,500.00	\$	150,500.00	\$	59,168.00	\$	143,810.00
501-4012222-2830	CERTIFICATION FEES	\$	400.00	\$	900.00	\$	100.00	\$	500.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,000.00	\$	5,100.00	\$	4,708.00	\$	5,100.00
501-4012222-2850	LAB TESTING	\$	10,000.00	\$	10,000.00	\$	1,427.00	\$	10,000.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$	200.00	\$	155.00	\$	200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$	10,000.00	\$	4,316.00	\$	15,000.00
501-4012222-3210	SLUDGE REMOVAL	\$	20,000.00	\$	22,000.00	\$	13,350.00	\$	22,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	-	\$	-	\$	-	\$	1,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	39,000.00	\$	40,000.00	\$	22,677.00	\$	40,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	1,700.00	\$	1,700.00	\$	-	\$	500.00
501-4012222-5110	ELECTRICITY	\$	53,500.00	\$	55,000.00	\$	27,710.00	\$	55,000.00
501-4012222-5120	FUEL/OIL HEAT	\$	2,500.00	\$	2,700.00	\$	97.00	\$	2,700.00
501-4012222-5230	TELECOMMUNICATIONS	\$	2,800.00	\$	2,500.00	\$	1,484.00	\$	2,500.00
501-4012222-5415	COPIER LEASE						\$		600.00
501-4012222-5540	TRAINING	\$	3,500.00	\$	2,500.00	\$	117.00	\$	2,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	2,100.00	\$	2,100.00	\$	2,640.00	\$	2,700.00
501-4012222-5810	DUES	\$	1,000.00	\$	1,000.00	\$	295.00	\$	1,000.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,000.00	\$	124.00	\$	1,000.00
501-4012222-6004	LAB SUPPLIES	\$	3,600.00	\$	3,600.00	\$	1,212.00	\$	3,600.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	700.00	\$	700.00	\$	348.00	\$	700.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$	6,200.00	\$	1,386.00	\$	6,200.00
501-4012222-6011	UNIFORMS	\$	500.00	\$	500.00	\$	37.00	\$	500.00
501-4012222-6014	TOOLS	\$	250.00	\$	250.00	\$	164.00	\$	250.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,500.00	\$	2,000.00	\$	523.00	\$	2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$	600.00	\$	18.00	\$	600.00
501-4012222-6025	CHEMICALS	\$	33,000.00	\$	43,000.00	\$	15,364.00	\$	40,000.00

TOTAL TREATMENT	\$	361,550.00	\$	364,050.00	\$	157,420.00	\$	359,960.00
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DISTRIBUTION & MAINTENANCE

501-4012224-1183	COMPENSATION	\$	87,400.00	\$	88,150.00	\$	38,302.00	\$	92,895.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	45,000.00	\$	42,750.00	\$	9,144.00	\$	42,750.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	12,500.00	\$	11,875.00	\$	7,279.00	\$	11,875.00
501-4012224-6019	SAFETY EQUIPMENT	\$	750.00	\$	710.00	\$	232.00	\$	710.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	4,000.00	\$	3,800.00	\$	1,500.00	\$	3,000.00

TOTAL DISTRIBUTION & MAINT	\$	149,650.00	\$	147,285.00	\$	56,457.00	\$	151,230.00
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CAPITAL OUTLAY

501-4094200-8102	TANK REPAIR & MAINT RESERVE								
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501-4094200-8210	DEPRECIATION EXPENSE	\$	-	\$	-	\$	-	
501-4094200-8211	CAPITAL RESERVES	\$	-	\$	27,110.00	\$	-	
501-4094200-8361	WATER LINE UPGRADES	\$	75,000.00	\$	75,000.00	\$	9,540.00	\$ 150,000.00
501-4094200-8368	LEAK DETECTOR	\$	-	\$	12,000.00	\$	-	
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	-	\$	25,000.00	\$	-	\$ 25,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE							\$ 33,000.00
	TOTAL CAPITAL OUTLAY	\$	75,000.00	\$	139,110.00	\$	9,540.00	\$ 208,000.00
	CONTINGENCY							
501-4094300-5800	CONTINGENCY (3.5%)	\$	32,359.00	\$	32,359.00		\$	31,105.00
	TOTAL CONTINGENCY	\$	32,359.00	\$	32,359.00	\$	-	\$ 31,105.00
	TOTAL WATER FUND OPERATIONAL	\$	647,175.00	\$	645,585.00	\$	275,829.00	\$ 650,645.00
	TOTAL WATER FUND CONTINGENCY	\$	32,359.00	\$	32,280.00	\$	-	\$ 31,105.00
	TOTAL WATER FUND CAP OUTLAY	\$	75,000.00	\$	139,110.00	\$	9,540.00	\$ 208,000.00

TOTAL WATER FUND EXPENSES	\$	754,534.00	\$	816,975.00	\$	285,369.00	\$	889,750.00
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SEWER FUND

PERSONNEL

502-4012220-1114	COMPENSATION	\$	37,825.00	\$	37,825.00	\$	18,000.00	\$ 35,460.00
502-4012220-2100	SOCIAL SECURITY	\$	24,625.00	\$	24,750.00	\$	12,397.00	\$ 24,500.00
502-4012220-2210	RETIREMENT- LEOS	\$	29,875.00	\$	27,820.00	\$	11,918.00	\$ 35,805.00
502-4012220-2220	VMLIP - STD	\$	-	\$	200.00	\$	239.00	\$ 195.00
502-4012220-2230	VMLIP - LTD	\$	-	\$	1,760.00	\$	640.00	\$ 1,720.00
502-4012220-2300	HEALTH INSURANCE	\$	45,025.00	\$	46,000.00	\$	21,105.00	\$ 49,275.00
502-4012220-2400	LIFE INSURANCE	\$	3,830.00	\$	4,270.00	\$	1,657.00	\$ 3,780.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$	355.00	\$	280.00	\$	9.00	\$ 240.00
502-4012220-2700	WORKER'S COMPENSATION	\$	8,000.00	\$	10,500.00	\$	7,558.00	\$ 8,500.00
502-4012220-3145	PROFESSIONAL SERVICES	\$	2,000.00	\$	2,000.00	\$	-	\$ 1,000.00
502-4012220-3320	HANDHELD MAINT	\$	1,350.00	\$	-	\$	1,685.00	\$ 2,000.00
502-4012220-5210	POSTAGE	\$	5,000.00	\$	7,000.00	\$	3,506.00	\$ 7,000.00
502-4012220-6001	OFFICE SUPPLIES	\$	950.00	\$	500.00	\$	673.00	\$ 750.00
	TOTAL PERSONNEL	\$	158,835.00	\$	162,905.00	\$	79,387.00	\$ 170,225.00

TREATMENT

502-4012222-1147	COMPENSATION	\$	232,500.00	\$	235,800.00	\$	105,339.00	\$ 235,530.00
502-4012222-2830	CERTIFICATION FEES	\$	900.00	\$	400.00	\$	80.00	\$ 900.00
502-4012222-2850	LAB TESTING	\$	30,000.00	\$	25,000.00	\$	9,763.00	\$ 25,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$	25,000.00	\$	15,000.00	\$	9,534.00	\$ 15,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$	45,000.00	\$	35,000.00	\$	10,957.00	\$ 30,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$	90,000.00	\$	60,000.00	\$	61,533.00	\$ 90,000.00
502-4012222-5110	ELECTRICITY	\$	195,000.00	\$	160,000.00	\$	57,192.00	\$ 150,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$	5,300.00	\$	5,000.00	\$	2,032.00	\$ 5,000.00
502-4012222-5415	COPIER LEASE							\$ 3,000.00
502-4012222-5540	TRAINING	\$	6,500.00	\$	6,500.00	\$	55.00	\$ 5,000.00
502-4012222-5690	Discharge Permit Renewal	\$	3,100.00	\$	3,100.00	\$	-	\$ 3,100.00
502-4012222-5810	DUES	\$	500.00	\$	500.00	\$	126.00	\$ 500.00
502-4012222-6001	OFFICE SUPPLIES	\$	2,500.00	\$	2,500.00	\$	702.00	\$ 2,500.00
502-4012222-6004	LAB SUPPLIES	\$	9,000.00	\$	9,000.00	\$	639.00	\$ 8,000.00
502-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$	1,000.00	\$	462.00	\$ 1,000.00
502-4012222-6008	DIESEL FUEL	\$	8,000.00	\$	8,000.00	\$	2,580.00	\$ 8,000.00
502-4012222-6011	UNIFORMS	\$	800.00	\$	800.00	\$	110.00	\$ 800.00
502-4012222-6014	TOOLS	\$	2,000.00	\$	1,500.00	\$	106.00	\$ 1,000.00
502-4012222-6019	SAFETY EQUIPMENT	\$	3,000.00	\$	3,000.00	\$	602.00	\$ 3,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$	1,000.00	\$	800.00	\$	-	\$ 800.00
502-4012222-6025	CHEMICALS	\$	125,000.00	\$	100,000.00	\$	44,842.00	\$ 100,000.00
	TOTAL TREATMENT	\$	786,100.00	\$	672,900.00	\$	306,654.00	\$ 688,130.00

DISTRIBUTION & MAINTENANCE

502-4012224-1183	COMPENSATION	\$	87,400.00	\$	88,150.00	\$	38,302.00	\$ 92,895.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	1,900.00	\$	1,805.00	\$	2,555.00	\$ 2,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	7,500.00	\$	7,125.00	\$	8,973.00	\$ 8,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	6,400.00	\$	6,080.00	\$	4,398.00	\$ 6,080.00
502-4012224-6019	SAFETY EQUIPMENT	\$	300.00	\$	285.00	\$	-	\$ 285.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$	3,000.00	\$	2,850.00	\$	-	\$ 2,850.00

	TOTAL DISTRIBUTION & MAINT	\$	106,500.00	\$	106,295.00	\$	54,228.00	\$	112,110.00
	CAPITAL PROJECTS								
502-4094100-8001	OUTFALL LINE	\$	-	\$	-	\$	71,000.00		
502-4094100-8003	NEW WWTP	\$	1,000,000.00	\$	-	\$	65,793.00		
	TOTAL CAPITAL PROJECTS	\$	1,000,000.00	\$	-	\$	136,793.00	\$	-
	CAPITAL OUTLAY								
502-4094200-8110	WWTP UPGRADES	\$	-	\$	-	\$	-		
502-4094200-8134	Sewer Collection Sys Rehab	\$	100,000.00	\$	50,000.00	\$	-	\$	50,000.00
502-4094200-8210	DEPRECIATION	\$	-	\$	-	\$	-		
502-4094200-8367	SEWER JET RODDER	\$	-	\$	22,445.00	\$	16,237.00		
502-4094200-8411	Capital Reserve	\$	-	\$	11,200.00	\$	-	\$	156,295.00
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$	-	\$	50,000.00	\$	-	\$	50,000.00
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	-	\$	15,000.00	\$	-	\$	25,000.00
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)						\$		16,500.00
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)						\$		16,000.00
	TOTAL CAPITAL OUTLAY	\$	100,000.00	\$	148,645.00	\$	16,237.00	\$	313,795.00
	CONTINGENCY								
502-4094300-5800	CONTINGENCY	\$	52,572.00	\$	47,105.00	\$	1,500.00	\$	48,340.00
	TOTAL CONTINGENCY	\$	52,572.00	\$	47,105.00	\$	1,500.00	\$	48,340.00
	DEBT SERVICE								
502-4095000-9118	VRA PRINCIPAL	\$	470,000.00	\$	470,000.00	\$	235,000.00	\$	470,000.00
	TOTAL DEBT SERVICE	\$	470,000.00	\$	470,000.00	\$	235,000.00	\$	470,000.00
	TOTAL SEWER FUND OPERATIONAL	\$	1,051,435.00	\$	942,100.00	\$	440,269.00	\$	970,465.00
	TOTAL SEWER FUND CONTINGENCY	\$	52,572.00	\$	47,105.00	\$	1,500.00	\$	48,340.00
	TOTAL SEWER FUND CAP OUTLAY	\$	1,100,000.00	\$	148,645.00	\$	153,030.00	\$	313,795.00
	TOTAL SEWER FUND DEBT SERVICE	\$	470,000.00	\$	470,000.00	\$	235,000.00	\$	470,000.00
	TOTAL SEWER FUND EXPENSES	\$	2,674,007.00	\$	1,607,850.00	\$	829,799.00	\$	1,802,600.00
	TOTAL EXPENSES ALL FUNDS	\$	6,729,565.00	\$	5,641,183.00	\$	2,857,067.00	\$	5,857,531.00

Attachment 3

MINUTES
BERRYVILLE TOWN COUNCIL
Tuesday, April 14, 2015 continued to Tuesday, April 21, 2015
Berryville-Clarke County Government Center
Regular Meeting
7:00 p.m.

Town Council:

Present: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; Mary Daniel; David Tollett;

Absent: Douglas Shaffer

Staff: Keith Dalton, Town Manager; Christy Dunkle, Assistant Town Manager/Planner; Desiree Moreland, Assistant Town Manager/Treasurer; Neal White, Chief of Police; Ann Phillips, Town Clerk

Press: Val Van Meter, Winchester Star

1. Call to Order

Mayor Kirby called the meeting to order at 7:00 p.m.

2. Closed Session

Upon motion by Recorder Arnold, seconded by Council member Tollett, the Council entered a closed meeting in accordance with §2.2-3711-A-6, Code of Virginia, in order to discuss with legal counsel probable litigation pertaining to the construction of the Wastewater Treatment Plant. The vote carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

At 7:54 p.m., the members of the Town Council being assembled within the designated meeting place in the presence of members of the public and/or the media desiring to attend, the meeting was reconvened. **Recorder Arnold moved that the following Resolution Concerning Certification of the Closed Session be adopted. Council member Daniel seconded the motion which carried on the following roll call vote:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Council of the Town of Berryville, Virginia, has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712.D of the Code of Virginia requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED that the Council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

3. Pledge of Allegiance

4. a. Public Hearing - ***Proposed Tax Rates for 2015***

The Mayor opened the public hearings and reminded the meeting attendees that each speaker would be permitted three minutes to address the Council.

Mayor Kirby recognized Wayne Webb of 510 Ewell Court, Berryville. Mr. Webb said the proposed 2016 tax increase is about \$185 per person compared to the 2015 increase of \$60 per person, and he said the rates may not include increases caused by the reassessment that will occur for 2016 taxes. He said the proposed burden is \$770,333 consisting of increased taxes and increased water and sewer fees. Mr. Webb added that consideration should be given to combining Town and County law enforcement operations since he sees no need for two law enforcement groups in a County of just over 14,000 people. Mr. Webb said that there is no need for two governments in an area this small. He said with the Clarke County and Town taxes combined the total is 0.885 per \$100 which is near twice the amount of neighboring counties.

The Mayor recognized Kara Rodriguez of 309 Walnut Street, Berryville. Ms. Rodriguez said that she moved here about two years ago and loves Berryville. She said what she thinks has been absent from the budget discussions has been funding for economic development. She said there needs to be a plan for future economic development with a regional focus.

Mayor Kirby recognized Denise Russell who declined to speak.

The Mayor recognized Stanley Kerns of 6 Battletown Drive, Berryville. Mr. Kerns said he is a supporter of Berryville, but is not a supporter of the tax hike. He said Council should reduce or spread the increase over a longer period. He noted that residents also pay County taxes and

questioned the benefit of living in Berryville. Mr. Kerns said with the current economic period this is a bad time to be proposing an increase.

Mayor Kirby recognized Sharon Strickland of 312 Early Drive, Berryville. Mrs. Strickland said she is president of Battlefield Estates Civic Association and asked that the tax increase be spread out.

The Mayor recognized Maureen McCallister of 100 Taylor Street, Berryville. Ms. McAllister said she is new to Town and was shocked to read about the tax increase. She said the jump is too much at one time and asked Council to spread out the increase.

Mayor Kirby recognized Carol Brophy of 300 Early Drive, Berryville. Ms. Brophy said the tax increase is too much. She said there had been bad planning in regard to the water treatment plant and there should be no budget increases. She added that elections are coming.

The Mayor recognized Scott Holmes of 8 Litten Court, Berryville. Mr. Holmes said he is not in support of the increase and would not have moved to the area had he known he would have to pay County and Town tax rates.

Mayor Kirby recognized Chris Horan who declined to speak.

The Mayor recognized Brian McClemens of 333 East Fairfax Street. Mr. McClemens said the recent Yard Sale day was a success. He added he is not in favor of a tax increase, but can see the needs of the budget. He noted that he pays business license and meals taxes to the Town, but that similar businesses in the County pay almost nothing, so the County could be doing more financially to benefit the community.

Mayor Kirby recognized Dan Garrett of 303 Archer Court, Berryville. Mr. Garrett said that tax is not a bad word, it reminds him of collective responsibility to do what is in the common interest. He said he is puzzled over why a simple development request that would add a \$15 million senior housing project is met with resistance. Mr. Garrett added that the referenced housing project offers economic solutions. He said the burden continues to fall on individual property owners.

The Mayor recognized Samantha Walraven of 411 Dunlap Drive, Berryville. Mrs. Walraven said she has lived here 12 years and is a stay-at-home mom of six children. She said she is feeling pinched at all levels with taxes. She asked that the Council look at its budgeting, and practice saving for things before spending as she and her family do.

Mayor Kirby recognized Alton Echols, 400 Custer Court, Berryville. Mr. Echols said the Council should table the tax increase until next month and spend a Saturday in the office hearing from citizens about the increase. He further suggested the Council appoint a committee to do economic development.

No others wished to speak on the topic of proposed tax rates.

4.b. Public Hearing - ***Proposed Water Rate Increase***

Mayor Kirby recognized Wayne Webb of 510 Ewell Court, Berryville. Mr. Webb said he had looked at budgets online for Berryville and other localities including Shenandoah County. He said he wanted explanation for what \$100,000 in availability fees referred to and that he had not included them in the \$770,333 number he used earlier.

The Mayor recognized Scott Holmes who declined to speak.

No others wished to speak on the topic of the proposed water rate increase.

4.c. Public Hearing – ***Proposed amendment to chapter 16 of the Berryville Code Establishing a Transient Occupancy Tax***

Mayor Kirby recognized William Genda of 16 Rosemont Manor Lane, Berryville. Mr. Genda said it is good to tax visitors coming through the area. He has owned Historic Rosemont Manor since 2009 and employs about 30 people. He explained the state already charges a transient occupancy tax of 5.3%, the county charges 2.0%, and if this tax is approved, his guests will be paying 11.3% in total occupancy taxes. Mr. Genda said his business hosts many weddings, and the tax on a \$20,000 wedding will be around \$2200. He says he will lose business because the tax is too much, and guests will choose to go elsewhere.

The Mayor recognized Rachel Worsley of 211 South Church Street, Berryville. Mrs. Worsley said she owns a bed and breakfast and is concerned about Section 16-107 of the proposed amendment. She said it would mean exemptions were given in some cases, but that legitimate businesses such as hers would be penalized.

Mayor Kirby recognized Alton Echols of 400 Custer Court, Berryville. Mr. Echols noted that \$10,000 had been spent on a study for a potential 40 room hotel or inn. He asked the Council to table the three issues on the public hearing schedule.

The Mayor recognized Sam Card of 404 Walnut Street. Mr. Card said that elderly people are burdened with taxes. He added that the transient occupancy tax would be terrible for business.

Mayor Kirby recognized Chris Horan of 304 Taylor Street, Berryville. Mr. Horan asked in reference to all the proposals if Council was trying to keep up with Loudoun. He added that the citizens were not getting enough services now, and taxes should not go up.

No others wished to speak on the topic of the proposed transient occupancy tax.

Upon motion of Recorder Arnold, seconded by Council member Daniel, the public hearings were closed. The vote carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

5. Approval of Minutes

Upon motion by Recorder Arnold, and seconded by Council member Tollett, the minutes of the March 10, 2015, meeting were approved by the following vote:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

Upon motion by Recorder Arnold, and seconded by Council member Tollett, the minutes of the March 18, 2015, work session were approved by the following vote:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

Upon motion by Recorder Arnold, and seconded by Council member Tollett, the minutes of the April 7, 2015, work session were approved by the following vote:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

6. Citizens' Forum

Mayor Kirby recognized Kenneth Liggins of 206 Josephine Street, Berryville. Mr. Liggins said he is a member of the Josephine Improvement Association which is against the tax increase. He presented a petition to Council asking that the CDBG funds be denied to the Town of Berryville. Mr. Liggins said that the Josephine Improvement Association is withdrawing support for the grant application after members learned that the grant included loans to residents for housing rehabilitation. He delivered a copy of the petition to the Clerk.

The Mayor recognized Daniel Garrett of 303 Archer Court, Berryville. Mr. Garrett asked for clarification on the proposed Marlyn Development senior housing project. He said that the agenda packet included an application from the landowner, Alton Echols, because Mr. Echols thinks the issue is not properly before the Berryville Area Development Authority. He said that Council did not initiate a request for amendment of the comprehensive plan, but called for a study of the proposed change request. Mr. Garrett asked Council to act to correct their request if it had been an oversight.

Mayor Kirby recognized Francis Nance of 308 35th Street, Virginia Beach, Virginia. Mr. Nance said he represents Marlyn Development which brought a senior housing proposal forward six months ago for 120 units when only 60 units were permitted. He is in support of the comprehensive plan amendment allowing more multifamily units and asked Council to act on the amendment. Mr. Nance said that would allow a response and expected plan amendment within 60 days.

The Mayor recognized Alton Echols of 400 Custer Court, Berryville. Mr. Echols addressed the bond recall. He said he tried to get streets repaved last fall, but the job was too small. He says he now has a contractor willing to do the work. Mr. Echols then addressed the text amendment by saying if it were handed over to the BADA correctly, then the BADA would have to respond in 60 days. He then said he was withdrawing the application for text amendments to the Berryville Zoning Ordinance and Berryville Area Plan and asked that the request be considered at the May meeting.

Mayor Kirby recognized Sharon Strickland of 312 Early Drive, Berryville. She opined the proposed senior housing project will employ 30-45 people, and will raise money by bringing jobs to Berryville.

7. Report of the Mayor

Mayor Kirby congratulated Berryville Main Street on the Yard Sale Day held April 11, 2015, saying there was beautiful weather and it was a successful event.

8. Planning and Zoning

- a) Text Amendment to Berryville Zoning Ordinance and Berryville Area Plan – Multifamily Senior Units

The Mayor noted that Mr. Echols had asked for this application to be withdrawn a few minutes previously when he addressed Council during the Citizens' Forum.

b) Call Bond Proceeds – Chamberlain and McClellan Streets and Section 4B Battlefield Estates

Mayor Kirby requested staff give an overview of the action. Ms. Dunkle described previous action taken by Council to set the respective bonds and timeframes in which they were set. Recorder Arnold moved that the Council of the Town of Berryville direct staff to give the Owner, Ketocin Land Company, a Notice of Default under the bond agreements for the completion of McClellan and Chamberlain Streets and of Section 4B public improvements, and if the work is not completed within thirty (30) days of the Notice of Default, the letters of credit shall be obtained in order to complete the work. Mr. Kitselman seconded the motion. Council member Tollett asked what happens if the work is not done in 30 days. Mr. Dalton replied that the Town has contractors that would complete the work and be paid by the bond proceeds. He suggested that the motion could be amended to allow 60 days rather than 30 days for work completion. **Recorder Arnold moved that the Council of the Town of Berryville direct staff to give the Owner, Ketocin Land Company, a Notice of Default under the bond agreements for the completion of McClellan and Chamberlain Streets and Section 4B public improvements, and if the work is not completed within sixty (60) days of the Notice of Default, the letters of credit shall be obtained in order to complete the work. Mr. Kitselman seconded the motion. The motion carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

c) Construction Standards and Specifications Manual Update

Ms. Dunkle said the Construction Standards and Specifications Manual had been reviewed by Town staff and recommended changes are before the Town Council tonight. She said the Town's engineer has recommended two changes which are incorporated into the document. She added that one additional change recommended by the engineer concerning corrosion of sanitary sewer pressure mains is currently under review by Town Utility and Public Works. She said the Materials Specifications document has been an administrative document which allows staff changes as needed. **Council member Tollett moved that the Council of the Town of Berryville approve the Construction Standards and Specifications Manual including Standard Details dated April 2015 with allowance for modifications to Section 6.I.B as identified in the staff report. The Material Specifications shall remain an administrative document. Council member Kitselman seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

d) Ms. Dunkle reported the County has selected an Economic Development Director and that announcement is forthcoming. She said the Berryville Area Development Authority has a new member, Wingate McKay-Smith, who will be at the next meeting.

Ms. Dunkle said the Appalachian Trail Community Certification induction ceremony has been scheduled for Monday, July 20 at 5:30pm and will be held in Rose Hill Park. She said this will occur during the 2015 Appalachian Trail Biennial which is being held at Shenandoah University.

8. Report of the Town Manager

Mr. Dalton noted the loss of a Town Council member in 2009. He said Officer Greg Frenzel, had been deeply involved in solving the crime and asked the clerk to read a proposed resolution. **Council member Daniel moved that the Town Council of the Town of Berryville pass the resolution thanking Officer Greg Frenzel for his efforts during the investigation of the death of Gail Smith. Council member Tollett seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BERRYVILLE THANKING OFFICER GREG FRENZEL FOR HIS EFFORTS DURING THE INVESTIGATION OF THE DEATH OF GAIL SMITH

WHEREAS, On July 30, 2009 Officer Greg Frenzel discovered Town Council Member Gail Smith deceased in her home on Pickett Court; and

WHEREAS, Over the subsequent five years, Officer Frenzel untiringly and meticulously investigated Gail Smith's death, amassing an extensive body of evidence, eventually being able to recall even the most minute detail of the investigation with uncommon clarity at a moment's notice; and

WHEREAS, In the course of the investigation Officer Frenzel coordinated the efforts of local, State, and Federal organizations; and

WHEREAS, During his investigation Officer Frenzel uncovered multiple plots involving the conspiracy to murder Gail Smith that pre-dated the plot that resulted in her death and developed a case along with the

Commonwealth's Attorney for Nottoway County that led to the successful prosecution of two individuals; and

WHEREAS, Officer Frenzel's determined efforts in conjunction with the Commonwealth's Attorney for Clarke County led to the preparation of a complex prosecution of three accused individuals; and

WHEREAS, Officer Frenzel's investigation was thorough and encompassing leading all three co-conspirators to plead guilty rather than face trial; and

WHEREAS, In large part, because of Officer Frenzel's efforts, all three co-conspirators have been sentenced to prison for their part in the murder of Gail Smith; and

WHEREAS, During the long investigation Officer Frenzel never lost sight of the critical mission of seeking justice for Gail Smith, keeping a picture of Gail above his desk with the caption "Who murdered this beautiful woman?";

NOW, THEREFORE BE IT RESOLVED THAT the Council of the Town of Berryville hereby thanks Officer Greg Frenzel for his extraordinary efforts investigating Gail Smith's death.

AND BE IT FURTHER RESOLVED THAT the Town Council is proud to have Officer Frenzel on the Berryville Police force as he has at all times in this investigation embodied the Berryville Police Department's core values of "Commitment, Service, Integrity, and Excellence".

By Order of the Council of the Town of Berryville on this the fourteenth day of April, 2015.

Mr. Dalton added that letters of thanks and praise could also be sent to the Clarke County Sherriff in recognition of Chief Deputy Travis Sumption and Sergeant Patricia Putnam. **Council member Daniel moved that Council authorize the Town Manager to sign and deliver letters of thanks and commendation to the Sherriff recognizing Chief Deputy Sumption and Sergeant Putnam. Council member Tollett seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

10. Standing Committee Reports

a) BADA Liaison

Council member Kitselman said there will be a Berryville Area Development Authority meeting on April 22, 2015.

b) Budget and Finance

Recorder Arnold said after hearing the speakers during the public hearing, he wishes to take another look at the budget before voting. The Treasurer explained the very short time frame allowing June tax bills to be mailed 30 days before payments are due.

The Mayor and Council member Daniel thanked the citizens for coming to the public hearing. A Budget and Finance Committee meeting was set for Thursday, April 16, 2015, at 9:15 a.m. A Town Council meeting (the continued meeting of the current session) was suggested for Tuesday, April 21, 2015, at 7:00 p.m.

Recorder Arnold suggested tabling the Transient Occupancy Tax vote until the budget and tax rates are finalized.

Recorder Arnold moved that the Council of the Town of Berryville adopt the following Ordinance prescribing water service charges pursuant to Chapter 17, Article IV, Section 17-49 of the Code of the Town of Berryville. Council member Kitselman seconded the motion which carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

TOWN OF BERRYVILLE
AN ORDINANCE PRESCRIBING WATER SERVICE CHARGES
PURSUANT TO CHAPTER 17, ARTICLE IV, SECTION 17-49
OF THE CODE OF THE TOWN OF BERRYVILLE

BE IT ORDAINED, by the Council of the Town of Berryville, pursuant to Chapter 17, Article IV, Section 17-49 of the Code of the Town of Berryville, that effective June 24, 2015 charges for water services rendered by the Town of Berryville shall be eight dollars and forty cents (\$8.40) per one thousand (1000) gallons of water used. For those customers using less than a thousand gallons a minimum fee of five dollars (\$5.00) per month will be charged.

Upon motion by Council member Tollett, seconded by Council member Daniel, a public hearing on the FY 2016 budget was set for May 12, 2015, during the regular Town Council meeting. The motion carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

Council member Daniel asked the Treasurer to address PPTRA. Mrs. Moreland gave a brief overview, and Council agreed by consensus to discuss the topic at the next meeting.

Recorder Arnold moved that the minutes of the Budget and Finance Committee meeting of March 4, 2015, be approved. Council member Daniel seconded the motion which passed.

Recorder Arnold moved that the minutes of the Budget and Finance Committee meeting of March 11, 2015, be approved. Council member Daniel seconded the motion which passed.

Mr. Dalton said that the recently passed ordinance regarding the cigarette tax was in need of some additional language facilitating enforcement. **Council member Daniel moved that the Council of the Town of Berryville adopt the following ordinance amending the Berryville Code, Article VII, Cigarette Tax. Council member Kitselman seconded the motion which carried as follows:**

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

TOWN OF BERRYVILLE
AN ORDINANCE AMENDING THE BERRYVILLE CODE ARTICLE VII, CIGARETTE TAX

BE IT ORDAINED, by the Council of the Town of Berryville, Virginia, that the Berryville Code be amended by adding Article VII Sections 16-71 through 16-85 as follows:

ARTICLE VII. - CIGARETTE TAX

Sec. 16-71. – Definitions.

Sec. 16-72. – Levy and rate.

Sec. 16-73. – Delegation of administration.

Sec. 16-74. – Methods of collection.

Sec. 16-75. – Registered agents.

Sec. 16-76. – Notice of intention by retail dealers.

Sec. 16-77. – Requirements of retail dealers.

Sec. 16-78. – Sale of cigarettes in vending machines; contraband.

Sec. 16-79. – Illegal acts.

Sec. 16-80. – Jeopardy assessment.

Sec. 16-81. – Erroneous assessment: notices and hearings in the event of sealing of vending machines or seizure of contraband property.

Sec. 16-82. – Disposal of seized property.

Sec. 16-83. – Extensions.

Sec. 16-84. – Penalty for violation of article.

Sec. 16-85. – Each violation a separate offense.

Sec. 16-86. – Severability

Sec. 16-71. - Definitions.

For the purpose of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section.

Carton shall mean any container, regardless of material used in its construction, in which ten (10) packages of twenty (20) cigarettes are placed.

Cigarette shall mean and include any roll of any size or shape for smoking, whether filtered or unfiltered, with or without a mouthpiece, made wholly or partly of cut, shredded or crimped tobacco or other plant or substitute for tobacco, whether the same is flavored, adulterated or mixed with another ingredient, if the wrapper or cover is made of any material other than leaf tobacco or homogenized leaf tobacco, regardless of whether the roll is labeled or sold as a cigarette or by any other name.

Dealer shall mean and include every manufacturer's representative, self wholesaler, retailer, vending machine operator, public warehouseman or other person who shall sell, receive, store, possess, distribute or transport cigarettes within or into the town.

Package shall mean and include any container, regardless of the material used in its construction in which separate cigarettes are placed without such cigarettes being placed into any container within the package. Packages are those containers of cigarettes from which they are consumed by their ultimate user. Ordinarily a package contains twenty (20) cigarettes; however, "package" includes those containers in which fewer or more than twenty (20) cigarettes are placed.

Person shall mean and include any individual, firm, unincorporated association, company, corporation, joint stock company, group, agency, syndicate, trust or trustee, receiver, fiduciary, partnership and conservator. The word "person" as applied to a partnership, unincorporated association or other joint venture means the partners or members thereof, and as applied to a corporation shall include all the officers and directors thereof.

Place of business shall mean and include any place where cigarettes are sold, placed, stored, offered for sale or displayed for sale or where cigarettes are brought or kept for the purpose of sale, consumption or distribution, including vending machines, by a dealer within the town.

Registered agent shall mean and include every dealer and other person who shall be required to report and collect the tax on cigarettes under the provisions of this article.

Retail dealer shall mean and include every person who, in the usual course of business, purchases or receives cigarettes from any source whatsoever for the purpose of sale within the town to the ultimate consumer; or any person who, in the usual course of business, owns, leases, or otherwise operates within his own place of business, one (1) or more cigarette vending machines for the purpose of sale within the town of cigarettes to the ultimate consumer; or any person who, in any manner, buys, sells, stores, transfers, or deals in cigarettes for the purpose of sale within the town to the ultimate consumer, who is not licensed as a wholesaler, or vending machine operator.

Sale or sell shall mean and include every act or transaction, regardless of the method or means employed, including barter, exchange, or the use of vending machines or other mechanical devices or a criminal or tortuous act whereby either ownership or possession, or both, of any cigarettes shall be transferred within the town from a dealer as herein defined to any other person for a consideration.

Stamp shall mean a small gummed piece of paper or decal used to evidence provision for payment of the tax as authorized by the town required to be affixed to every package of cigarettes sold, distributed or used within the town.

Store or storage shall mean and include the keeping or retention of cigarettes in this town for any purpose except sale in the regular course of business.

Town shall mean Town of Berryville, Virginia.

Use shall mean and include the exercise of any right or power over any cigarettes or packages of cigarettes incident to the ownership or possession of those cigarettes or packages of cigarettes including any transaction where possession is given or received or otherwise transferred, other than a sale.

User shall mean any person who exercises any right or power over any cigarettes or packages of cigarettes subject to the provisions of this article incident to the ownership or possession of those cigarettes or packages of cigarettes or any transaction where possession is given or received or otherwise transferred, other than a sale.

Wholesale Dealers shall mean any individual, partnership, or corporation engaged in the sale of packages of cigarettes for resale into or within the town.

Sec. 16-72. - Levy and rate.

In addition to all other taxes of every kind now or hereinafter imposed by law, there is hereby levied and imposed by the town upon every person who sells or uses cigarettes within the town from and after the effective date of this

article an excise tax equivalent to ten cents (\$0.10) for each package containing twenty (20) cigarettes or less. The tax shall be paid and collected in the manner and at the time hereinafter prescribed; provided, that the tax payable for each cigarette package sold or used within the town shall be paid but once. The tax hereby levied shall not apply to free distribution of sample cigarettes in packages containing five (5) or fewer cigarettes.

Sec. 16-73. - Delegation of administration.

- (a) The town treasurer is hereby delegated the authority to administer all provisions of this article.
- (b) The town treasurer is authorized to promulgate such rules and regulations, as it deems appropriate, governing:
 - (1) The display of cigarette stamps in vending machines;
 - (2) The placement of tax liens against property of taxpayers hereunder;
 - (3) The extending of varying discount rates;
 - (4) The establishing of different classes of taxpayers or those required to collect and remit the tax;
 - (5) The requirements concerning keeping and production of records;
 - (6) The administrative and jeopardy assessment of tax where reasonably justified;
 - (7) The required notice to authorities of sale of taxpayer's business;
 - (8) The audit requirements and authority;
 - (9) The criteria for authority of distributors and others to possess untaxed cigarettes;
 - (10) Any and all powers granted by the provisions of the Code of Virginia of 1950, as amended, or necessarily implied therefrom.
- (c) The town treasurer, is authorized to:
 - (1) Issue a common revenue stamp;
 - (2) Bring appropriate court action in its own name where necessary to enforce payment of the cigarette taxes or penalties;
 - (3) Provide cigarette tax agents and the necessary enforcement supplies and equipment needed to effectively enforce the cigarette tax ordinance.
 - (4) To conduct inspections of any place of business in order to enforce the provision of this ordinance.
 - (5) To appoint certain employee as Tobacco Revenue Agents, who shall be required to carry proper identification while performing their duties. Tobacco Revenue Agents are further authorized to conduct inspections of any place of business and shall have the power to seize or seal any vending machine, seize any cigarettes, counterfeit stamps or other property found in violation of this article and shall have the power of arrest upon reasonable suspicion and probable cause that a violation of this article has been committed.

Sec. 16-74. - Methods of collection.

- (a) The tax imposed by this article shall be evidenced by the use of a stamp and shall be paid by each dealer or other person liable for the tax under a reporting method deemed by the town to carry out the provisions of this article. The stamps shall be affixed in such a manner that their removal will require continued application of water or steam. Each dealer or other person liable for the tax is hereby required, and it shall be his duty, to collect and pay the tax and report separately for packages of twenty (20) cigarettes on forms prescribed for this purpose by the town:
 - (1) The quantity of town-stamped cigarettes sold or delivered to:
 - a. Each registered agent appointed by the town for which no tax was collected;
 - b. Each manufacturer's representative; and
 - c. Each separate person and place of business within the town during the preceding calendar or fiscal month; and

- (2) The quantity of town stamps on hand, both affixed and unaffixed on the first day and the last day of the preceding calendar or fiscal month and the quantity, of town stamps or town stamped cigarettes received during the preceding calendar or fiscal month; and
 - (3) The quantity of cigarettes on hand to which the town stamp had not been affixed on the first and last day of the preceding calendar or fiscal month and the quantity of cigarettes received during the preceding calendar or fiscal month to which the town stamp had not be affixed; and
 - (4) Such further information as the administrator for the town may require for the proper administration and enforcement of this article for the determination of the exact number of cigarettes in the possession of each dealer or user.
- (b) Each dealer or other person liable for the tax shall file such reports with the town and pay the tax due to the town between the first and twentieth day after the close of each calendar or fiscal month, and shall furnish a copy of any cigarette tax reports submitted to the Virginia Department of Taxation for the previous month.
 - (c) When, upon examination and audit of any invoices, records, books, cancelled checks or other memoranda touching on the purchase, sale, receipt, storage or possession of tobacco products taxed herein, any dealer or other person liable for the tax is unable to furnish evidence to the town of sufficient tax payments and stamp purchases to cover cigarettes which were sold, used, stored, received, purchased or possessed by him, the prima facie presumption shall arise that such cigarettes were received, sold, used, stored, purchased or possessed by him without the proper tax having been paid. The town shall, from the results of such examination and audit based upon such direct or indirect information available, assess the tax due and unpaid and impose a penalty of ten (10) percent and interest of ten (10) percent per annum of the gross tax due.
 - (d) When any dealer or other person liable for the tax files a false or fraudulent report or fails to file a report or fails to perform any act or performs any act to evade payment of the tax, the town shall administratively assess the tax due and unpaid and impose a penalty of fifty (50) percent and interest of ten (10) percent per annum of the gross tax due.
 - (e) The dealer or other person liable for the tax shall be notified by certified mail of such deficiency and such tax, penalty and interest assessed shall be due and payable within ten (10) days after notice of such deficiency has been issued. Every dealer or other person liable for the tax shall examine each package of cigarettes to ensure that the town stamp has been affixed thereto prior to offering them for sale.
 - (f) Any dealer or other person liable for the tax who shall receive cigarettes not bearing the town stamp shall, within one (1) hour of receipt of such cigarettes, commence and with all reasonable diligence continue to affix the town stamp to each and every package of cigarettes until all unstamped packages of cigarettes have been stamped and before offering such cigarettes for sale. Any dealer or other person liable for the tax who has notified the town that he is engaged in interstate or intrastate business shall be permitted to set aside such part of his stock as may be legally kept for the conduct of such interstate or intrastate business (that is, cigarettes held for sale outside the jurisdiction of the town) without affixing the stamps required by this article. Any such interstate or intrastate stock shall be kept entirely separate and apart from the town-stamped stock, in such a manner as to prevent the co-mingling of the interstate or intrastate stock with the town stock. Any dealer or other person liable for the tax found to have had untaxed cigarettes which have been lost, whether by negligence, theft, or any other unaccountable loss, shall be liable for and shall pay the tax due thereon.
 - (g) It shall also be the duty of each dealer or other person liable for the tax and he is hereby required to maintain and keep for a period of three (3) years, not including the current calendar year, records of cigarettes received, sold, stored, possessed, transferred or handled by him in any manner, whatsoever, whether the same were stamped or unstamped, to make all such records available for audit, inspection and examination and to make available at all reasonable times the means, facilities and opportunity for making such audit, inspection or examination upon demand of the town.

Sec. 16-75. - Registered agents.

- (a) Any dealer or other person liable for the tax who shall sell, use, store, possess, distribute or transport cigarettes within or into the town shall first make application to the town to qualify as a registered agent. Such application blank, which shall be supplied upon request, shall require such information relative to the nature of the business engaged in by said applicant as the town deems necessary. Any applicant whose place of business is outside the town shall automatically, by filing his application, submit himself to the town's legal jurisdiction and appoint the town treasurer as his agent for any service of lawful process.

Upon receipt of the properly completed application, the town shall issue to said applicant a permit to qualify him as a registered agent to purchase, sell, use, store, possess, distribute or transport within or into the town, town-stamped cigarettes.

- (b) After adoption of this article, dealers or other persons liable for that tax who shall sell, use, store, possess, distribute or transport tobacco products within or into the town shall be allowed thirty (30) days to become qualified as a registered agent.
- (c) All money collected as cigarette taxes under this ordinance shall be deemed to be held in trust by the dealer collecting the same until remitted to the town.

Sec. 16-76. - Notice of intention by retail dealers.

- (a) Retail dealers who shall sell, offer for sale, store, possess, distribute, purchase, receive or transport cigarettes in or into the town shall notify the town in writing, of the supplier of such cigarettes and the name and address and the Virginia Retail Sales and Use Certificate of Registration number for each separate place of business. Possession of a Virginia State Retail Sales and Use Tax Certificate and a Virginia State Retail Tobacco License and, where applicable, a retail business license issued by the town for each separate place of business by a retail dealer shall be considered sufficient written notification to the town.
- (b) No retail dealer, as defined herein, who shall have complied with the provisions of the article and who purchases only tax-paid town-stamped cigarettes for each separate place of business shall be required to qualify as a registered agent.

Sec. 16-77. -- Requirements for retail dealers

- (a) Retail dealers who sell, offer for sale, store, possess, distribute, purchase, receive or transport cigarettes for the purpose of sale within the town shall purchase cigarettes only from registered agents giving or supplying the business trade name and business address of the location where the cigarettes will be placed for sale to the public. Cigarettes purchased for personal use cannot be brought into a business for resale. Only properly registered and licensed retail stores may sell cigarettes to the public. To be properly registered and licensed, a retail store must first have a valid Virginia state sales and use tax certificate and valid retail business license. Cigarettes must be purchased and stored separately for each business location. All copies of cigarette purchase invoices/receipts must be retained by the retailer for a period of three (3) years and shall be made available to agents of the town upon request for use in conducting audits and investigations. All copies of cigarette purchase invoices/receipts must be stored at the business retail location for a period of one (1) year from date of purchase. Failure to provide cigarette invoices/receipts may result in confiscation of cigarettes until receipts can be reviewed by the town to verify the proper tax has been paid. It is the responsibility of each retail location to insure that all cigarettes placed for sale or stored at that location be properly taxed and stamped. Cigarettes found without the town stamp or the proper jurisdictional tax paid will be seized by agents of the town.
- (b) Retail dealers must make their place of business available for inspection by designated Tobacco Revenue Agents of the town to insure that all cigarettes are properly tax-stamped and all cigarette taxes are properly paid.

Sec. 16-78. - Sale of cigarettes in vending machines; contraband.

- (a) Any cigarettes placed in any coin-operated vending machine shall be presumed for sale within the town. Any vending machine located within the town containing cigarettes placed so as to not allow visual inspection of the town stamp through the viewing area as provided for the vending machine manufacturer shall be in violation of this article.
- (b) Any cigarettes, coin-operated vending machines, counterfeit stamps, or other property found in violation of this article shall be declared contraband goods and may be seized by the town. In addition to any tax due, the dealer or other person liable for the tax possessing such untaxed cigarettes shall be subject to civil and criminal penalties herein provided.
- (c) In lieu of seizure, the town may seal such vending machines to prevent continued illegal sale or removal of such cigarettes. The removal of such seal from a vending machine by any unauthorized person shall be a violation of this article. Nothing in this article shall prevent the seizure of any vending machine at any time after it is sealed.

- (d) All cigarette vending machines shall be plainly marked with the name, address and telephone number of the owner of said machine.

Sec. 16-79. - Illegal acts.

(a) It shall be unlawful and a violation of the article for any dealer or other person liable for the tax:

- (1) To perform any act or fail to perform any act for the purpose of evading the payment of any tax imposed by this article or of any part thereof, or to fail or refuse to perform any of the duties imposed under him under the provisions of the article or to fail or refuse to obey any lawful order which may be issued under this article; or
- (2) To falsely or fraudulently make, or cause to be made, any invoices or reports, or to falsely or fraudulently forge, alter or counterfeit any stamp, or to procure or cause to be made, forged, altered or counterfeited any such stamp, or knowingly and willfully to alter, publish, pass or tender as true any false, altered, forged or counterfeited stamp or stamps; or
- (3) To sell, offer for sale, or authorize or approve the sale of any cigarettes upon which the town stamp has not been affixed; or
- (4) To possess, store, use, authorize or approve the possession, storage or use of any cigarettes in quantities of more than sixty (60) packages upon which the town stamp has not been affixed; or
- (5) To transport, authorize or approve the transportation of any cigarettes in quantities of more than sixty (60) packages into or within the town upon which the town stamp has not been affixed, if they are:
 - a. Not accompanied by a bill of lading or other document indicating the true name and address of the consignor or seller and the consignee or purchaser and the brands and quantity of cigarettes transported; or
 - b. Accompanied by a bill of lading or other document which is false or fraudulent in whole or part; or
 - c. Accompanied by a bill of lading or other document indicating:
 1. A consignee or purchaser in another state or the District of Columbia who is not authorized by the law of such other jurisdiction to receive or possess such tobacco products on which the taxes imposed by such other jurisdiction have not been paid unless the tax on the jurisdiction of destination has been paid and said cigarettes bear the tax stamps of the jurisdiction; or
 2. A consignee or purchaser in the Commonwealth of Virginia but outside the taxing jurisdiction who does not possess a Virginia Sales and Use Tax Certificate, a Virginia retail tobacco license and, where applicable, or a business license and a retail tobacco license issued by the local jurisdiction of destination; or
- (6) To reuse or refill with cigarettes any package from which cigarettes have been removed, for which the tax imposed has been theretofore paid; or
- (7) To remove from any package any stamp with intent to use or cause the same to be used after same has already been used or to buy, sell, or offer for sale or give away any used, removed, altered or restored stamps to any person, or to reuse any stamp which had therefore been used for evidence of the payment of any tax prescribed by this article or to sell, or offer to sell, any stamp provided for herein.

Sec. 16-80. - Jeopardy assessment.

If the town determines that the collection of any tax or any amount of tax required to be collected and paid under this article will be jeopardized by delay, the town shall make an assessment of the tax or amount of tax required to be collected and shall mail or issue a notice of such assessment to the taxpayer together with a demand for immediate payment of the tax or of the deficiency in tax declared to be in jeopardy including penalties and interest. In the case of a current period, for which the tax is in jeopardy, the town may declare the taxable period of the taxpayer immediately terminated and shall cause notice of such finding and declaration to be mailed or issued to the taxpayer together with a demand for immediate payment of the tax based on the period declared terminated and such tax shall be immediately due and payable, whether or not the terms otherwise allowed by this article for filing a return and paying the tax has expired.

Sec. 16-81. - Erroneous assessment: notices and hearings in the event of sealing of vending machines or seizure of contraband property.

- (a) Any person assessed by the town with a cigarette tax, penalties and interest or any person whose cigarettes, vending machines and other property have been sealed or seized under processes of this article who has been aggrieved by such assessment, seizure, or sealing may file a request for a hearing before the town for a correction of such assessment and the return of such property seized or sealed.
- (b) Where holders of property interest in cigarettes, vending machines or other property known at time of seizure or sealing, notice of seizure or sealing shall be sent to them by certified mail within twenty-four (24) hours. Where such holders of property interests are unknown at time of seizure or sealing, it shall be sufficient notice to such unknown interest holders to post such notice to a door or wall of the room or building which contained such seized or sealed property. Any such notice of seizure or sealing shall include procedures for an administrative hearing for return of such property seized or sealed as well as affirmative defenses set forth in this section which may be asserted.
- (c) Such hearing shall be requested within ten (10) days of the notice of such assessment, seizure, or sealing and shall set forth the reasons why said tax, penalties and interest and cigarettes, vending machines or other property should be returned or released. Within five (5) days after receipt of such hearing request the town shall notify the petitioner by certified mail of a date and time for the informal presentation of evidence at a hearing to be held within fifteen (15) days of the date notification is mailed. Any such request for hearing shall be denied if the assessed tax, penalties and interest has not been paid as required or if the request is received more than ten (10) days from first notice to the petitioner of such seizure or sealing. Within five (5) days after the hearing, the town shall notify the petitioner, by registered mail, whether his request for a correction has been granted or refused.
- (d) Appropriate relief shall be given by the town if it is proven by the preponderance of the evidence that the illegal sale or use of such seized cigarettes or vending machine or other property was not intentional on the part of the petitioner, and that said seized cigarettes were in the possession of a person other than the petitioner without the petitioner's consent at the time said cigarettes, vending machines or other property were seized or sealed or that petitioner was authorized to possess such untaxed cigarettes. If the town is satisfied that the tax was erroneously assessed, it shall refund the amount erroneously assessed together with any interest and penalties paid thereon and shall return any cigarettes, vending machines or other property seized or sealed to the petitioner. Any petitioner who is unsatisfied with the written decision of the town may within thirty (30) days of the date of said decision, appeal such decision to the appropriate court in the jurisdiction where the seizure or sealing occurred.

Sec. 16-82. - Disposal of seized property.

Any seized and confiscated cigarettes, vending machines or other property used in the furtherance of any illegal evasion of the tax may be disposed of by sale or other method deemed appropriate by the town after any petitioner has exhausted all administrative appeal procedures. No credit from any sale of cigarettes, vending machines, or other property seized shall be allowed toward any tax and penalties assessed.

Sec. 16-83. - Extensions.

The town, upon a finding of good cause may grant an extension of time to file a tax report upon written application therefore, until the end of the calendar or fiscal month in which any tax report is due hereunder, or for a period not exceeding thirty (30) days. In no case shall a request for an extension of time to file a tax report be granted by the town when such request is not received within the due date for filing such tax report. No interest or penalty shall be charged, assessed or collected by reason of the granting of such an extension. Where such extension is granted beyond the end of the calendar or fiscal month in which any tax report is due, hereunder, interest on the tax at a rate of ten (10) percent per annum shall be charged.

Sec. 16-84. - Penalty for violation of article.

Any persons violating any of the provisions of this article shall be guilty of a Class 1 misdemeanor. Such fine and/or imprisonment shall not relieve any such person from the payment of any tax, penalty or interest imposed by this article.

Sec. 16-85. - Each violation a separate offense.

The sale of any quantity or the use, possession, storage or transportation of more than sixty (60) packages of cigarettes upon which the town stamp has not been affixed shall be and constitute a separate violation. Each continuing day of violation shall be deemed to constitute a separate offense.

Sec. 16-86. - Severability.

If any section, phrase, or part of this article should for any reason be held invalid by a court of competent jurisdiction, such decision shall not affect the remainder of the article, and every remaining section, clause, phrase or part thereof shall continue in full force and effect.

c) Community Improvements

Council member Kitselman reported that the Yard Sale day had been a success.

d) Planning Commission Liaison

Council member Shaffer was absent.

e) Police and Security

Council member Daniel said the monthly report was included in the packet.

f) Streets and Utilities

Mayor Kirby noted the monthly reports for Public Works and Public Utilities were included in the agenda packet.

Mr. Dalton said Buckmarsh Street is scheduled for repaving by a Virginia Dept. of Transportation contractor this paving season. He said there had been concerns about the current pavement marking and alternatives have been discussed. The Virginia Dept. of Transportation has requested that the Town provide its preferred pavement marking scheme to them by April 17. **Recorder Arnold moved that the Council of the Town of Berryville recommend to the Virginia Dept. of Transportation that South Buckmarsh Street be marked in the following manner:**

Starting at the intersection of Main and Buckmarsh Streets heading south –

From Main Street south to Crow Street no change (left turn lane for West Main Street and center turn lane)

From Crow Street to the south side of the entrance to Santorini Grill (108 South Buckmarsh Street) - no change (center turn lane)

From the south side of the entrance of the Santorini Grill (108 South Buckmarsh Street) to the approaches of the intersection of Buckmarsh and Hermitage mark with two yellow lines

Approaches of intersection of Buckmarsh and Hermitage as well as the intersection itself would remain the same (left turn lanes for Hermitage Blvd.)

The motion was seconded by Council member Kitselman and carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

Mr. Dalton noted there is a significant amount of utility work going on the North Buckmarsh Street area. Public Works crews worked over the weekend and still have some work left to do. He added that the work is being done prior to the scheduled paving of the street to save a significant amount of money.

g) Personnel / Appointments

Recorder Arnold had nothing to report.

10. Other

Recorder Arnold said he and Council member Tollett attended the open house at Trelleborg in the business park earlier in the day and were very impressed with the company and its facilities, and thinks the company will be a benefit to the Town. He noted the management team spoke well of Town Planner Christy Dunkle and her help as they transitioned from Frederick County to Berryville.

Council member Daniel moved that the Council of the Town of Berryville continue the meeting on Tuesday, April 21, 2015, at 7:00 p.m. in the main meeting room. Council member Kitselman seconded the motion which carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Aye
Allen Kitselman	- Aye
Douglas Shaffer	- Absent
David Tollett	- Aye

[illegible]

The minutes of the reconvention of the meeting follow on the next page.

MINUTES
BERRYVILLE TOWN COUNCIL
Tuesday, April 21, 2015
Berryville-Clarke County Government Center
Reconvention of the Regular Meeting of April 14, 2015
7:00 p.m.

Town Council:

Present: Wilson Kirby, Mayor; Harry Lee Arnold, Jr., Recorder; Allen Kitselman; David Tollett; Douglas Shaffer; Absent: Mary Daniel

Staff: Keith Dalton, Town Manager; Desiree Moreland, Assistant Town Manager/Treasurer; Neal White, Chief of Police; Ann Phillips, Town Clerk

Press: Val Van Meter, Winchester Star

1. Call to Order

Mayor Kirby called the reconvened meeting to order at 7:00 p.m.

2. Budget and Finance /CIP Committee

a. The Mayor asked the chairman of the Budget and Finance Committee, Recorder Jay Arnold, to recap the recent budget discussions. Recorder Arnold said there have been many challenges in planning the budget this year, with many needs and less money to meet those needs. He thanked the citizens for coming out and voicing their thoughts on the tax rates. Recorder Arnold said the committee had looked at many options, but has decided that a real estate tax rate of \$0.186 per \$100 of assessed value, representing a tax increase of \$0.05, is the best option. He then highlighted the effects of his proposal: it freezes one police department position, allows the funding of the VRS LEOS coverage, eliminates the funds for one police vehicle, provides level funding for emergency services, and allows about \$43,000 to be added to general fund capital reserves.

Mayor Kirby asked Council for comments on the proposal. Council member Kitselman said that the LEOS coverage is very important. He added that the fire and rescue contribution should be discussed, and if the plan is to reduce the contribution to the County funding a paid position, then the Town's intention needs to be clearly communicated to the County.

Council member Tollett said he is in favor of LEOS, but that this is not a good time to increase the tax rate so much. He said he wants a tax rate increase of \$0.02 per \$100 of assessed value, and added that he hopes we can do LEOS next year when there may be more funds after the County reassessment. Council member Tollett said he would like to see a cost of living increase for Town employees earning less than \$60,000 to help those on the lower end of the pay scale. He added that he supports fire and rescue, but that Fee for Service is coming in July which will eventually provide more funds for fire and rescue. He said he is in favor of letting the County fund the EMT position until Fee for Service funds become available.

Council member Shaffer asked about the difference between the proposal showing a \$0.176 tax rate and the other proposals. Mrs. Moreland said the \$0.176 rate proposal allows nothing to be put in reserves.

The Mayor asked for a motion.

Recorder Arnold moved that the Council of the Town of Berryville adopt the following Ordinance setting the tax levies for tax year 2015 amending the Code of the Town of Berryville, Chapter 16- Taxation, Article I – In General, Section 16-1 Annual Tax Assessments; valuation of property. Council member Shaffer seconded the motion which carried on the following vote:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Absent
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Nay

Town of Berryville
Town Council
An Ordinance Setting Tax Levies For Tax Year 2015

BE IT ORDAINED, by the Council of the Town of Berryville, Virginia, that for the tax year 2015 there is hereby levied:

(1) A tax of \$0.186 per \$100 assessed valuation on all real estate located within the Town of Berryville, such levy being also applicable to the real estate and tangible personal property of public service corporations;

(2) A tax rate of \$1.25 per \$100 assessed valuation on all taxable, tangible personal property, except machinery and tools, located in the Town of Berryville;

(3) A tax rate of \$1.30 per \$100 assessed valuation on tangible machinery and tools located in the Town of Berryville.

All levies shall be due and payable pursuant to the Code of the Town of Berryville, Chapter 16, Article I, Section 16-3.

b. Recorder Arnold moved that the Council of the Town of Berryville adopt the following resolution providing for the implementation of the 2004-2005 changes to the Personal Property Tax Relief Act of 1998 for the tax year 2015. Council member Kitselman seconded the motion which carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye

Mary Daniel	- Absent
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

**Town of Berryville
Resolution
To Provide for the Implementation of the 2004-2005
Changes to the Personal Property Tax Relief Act of 1998
For the Tax Year 2015**

WHEREAS, the Personal Property Tax Relief Act of 1998, Va. Code § 58.1-3523 *et seq.* ("PPTRA"), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 505) and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly, being the 2005 revisions to the 2004-2006 Appropriations Act ("the 2005 Appropriations Act"); and

WHEREAS, the legislative enactments require the Town to take affirmative steps to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

WHEREAS, these legislative enactments provide for the Town of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to local personal property tax on such vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Berryville in accordance with the requirements set forth in Va. Code § 58.1-3524(C) (2) and § 58.1-3912(E), as amended by Chapter 1 of the 2005 Acts of Assembly (2004 Special Session 1) and as set forth in Item 503 of the 2005 Appropriations Act, that any qualifying vehicle having situs within the Town during the tax year which begins on January 1, 2015, shall receive personal property tax relief in the following manner:

1. Personal use vehicles valued at less than \$1,000 will be eligible of 100 percentage of tax relief set by the Town Council during its annual budget deliberations.
2. Personal use vehicles valued between \$1,001 and \$20,000 will be eligible for 70 percentage of tax relief set by the Town Council during its annual budget deliberations.
3. Personal use vehicles valued at \$20,001 or more will be eligible for 70 percentage of tax relief on the first \$20,000 of assessed value set by the Town Council during its annual budget deliberations.
4. All other vehicles which do not meet the definition of "qualifying" (business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for personal property tax relief under PPTRA.

PASSED THIS 21st DAY OF APRIL 2015.

c. Mayor Kirby asked Recorder Arnold to recap the discussion of the proposed transient occupancy tax. Recorder Arnold said comments on the tax had been received at the last meeting. He said the committee suggests lowering the rate from 4% to 2%. Mr. Dalton said staff had done some additional research regarding tax exemptions, and recommends the ordinance be adopted with section 16-107 regarding exemptions being removed. **Recorder**

Arnold moved that the Council of the Town of Berryville adopt the following ordinance establishing a Transient Occupancy Tax effective July 1, 2015, noting the removal of section 16-107. Council member Shaffer seconded the motion which carried as follows:

Wilson Kirby	- Aye
Harry Lee Arnold, Jr.	- Aye
Mary Daniel	- Absent
Allen Kitselman	- Aye
Douglas Shaffer	- Aye
David Tollett	- Aye

AN ORDINANCE ADOPTING ARTICLE VII
TRANSIENT OCCUPANCY TAX,
OF THE CODE OF TOWN OF BERRYVILLE

BE IT ORDAINED, by the Council of the Town of Berryville, that the code of the Town of Berryville is amended to add Article VII, Transient Occupancy Tax, as follows:

ARTICLE VII - TRANSIENT OCCUPANCY TAX

Sec. 16-101. - Definitions.

Sec. 16-102. - Penalty for violation.

Sec. 16-103. - Amount and levy.

Sec. 16-104. - Collection.

Sec. 16-105. - Administrative guidelines.

Sec. 16-106. - Reports and remittances.

Sec. 16-107. - Reserved.

Sec. 16-108. - Advertising payment or absorption of tax.

Sec. 16-109. - Penalty and interest for failure to remit taxes when due.

Sec. 16-110. - Procedure upon failure or refusal to collect taxes or make remittances and reports.

Sec. 16-111. - Preservation of records.

Sec. 16-112. - Cessation of business; report and tax due immediately.

Sec. 16-101. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Hotel shall mean any public or private hotel, inn, apartment hotel, bed and breakfast, hostelry, tourist home or house, motel, rooming house or other lodging place within the town offering lodging for two or more persons at any one time, and the owner and operator thereof, who, for compensation, furnishes lodging to any transients.

Room or space rental shall mean the total charge made by any hotel or travel campground for lodging or space furnished any transient. If the charges made by such hotel or travel campground to transients includes any charge for services or accommodations, in addition to that of lodging, and the use of space, then such portion of the total charge as represents only room and space rental shall be distinctly set out and billed to such transient by such hotel or travel campground as a separate item.

Town shall mean Town of Berryville, Virginia.

Transient shall mean any natural person who, for any period of not more than 30 consecutive

days, either at his own expense or at the expense of another, obtains lodging or the use of any space in any hotel or travel campground for which lodging or use of space a charge is made.
Travel campground means any area or tract of land used to accommodate two or more camping parties, including tents, travel trailers or other camping outfits.

Sec. 16-102. - Penalty for violation.

Any person violating or failing to comply with any of the provisions of this article shall be guilty of a class 3 misdemeanor. Each such violation or failure and each day's continuance thereof shall constitute a separate offense. Such conviction shall not relieve any such person from the payment, collection or remittance of the tax as provided in this article.

Sec. 16-103. - Amount and levy.

There is hereby imposed and levied by the town, in addition to all other taxes, fees, and charges of every kind, now or hereafter imposed by law, a tax in the amount of two percent of the total amount paid for room or space rental to any hotel or travel campground.

Sec. 16-104. - Collection.

Every person receiving any payment of room or space rental with respect to which a tax is levied under this article, shall collect the amount of tax hereby imposed from the transient on whom the same is levied or from the person paying for such room or space rental, at the time payment for such rooms or space is made, and the tax shall be paid to the town.

Sec. 16-105. - Delegation of Administration

The town treasurer is hereby delegated the authority to administer all provisions of this article.

Sec. 16-106. - Reports and remittances.

The person collecting any tax levied under this article shall make out a report upon forms, setting forth information as the town treasurer may prescribe and require, showing the amount of room or space rental charges collected and the tax required to be collected, and shall sign and deliver the same, along with a remittance of such tax, to the town treasurer. Such reports and remittances shall be made to the town treasurer on or before the 20th day of the calendar month following the month being reported.

Sec. 16-107. - Reserved.

Sec. 16-108. - Advertising payment or absorption of tax.

No person shall advertise or hold out to the public in any manner, directly or indirectly, that all or any part of a tax imposed under this article will be paid or absorbed by him or by anyone else, or that he or anyone else will relieve any purchaser of the payment of all or any part of such tax.

Sec. 16-109. - Penalty and interest for failure to remit taxes when due.

If any person whose duty it is to do so shall fail or refuse to remit to the town treasurer the tax required to be collected under this article, within the time and in the amount specified in this article, there shall be added to such tax by the town treasurer a penalty as set from time to time by the town council. In addition, there shall be added to such unpaid tax interest at a rate as set from time to time by the town council on the amount of tax delinquent, such interest to commence on the first day of the month following the month in which such taxes are due. For the second and subsequent years of delinquency, interest shall be imposed at the rate established pursuant to section 6621 of the Internal Revenue Code of 1954, as amended, or at a rate as set from time to time by the town council, whichever is greater.

Sec. 16-110. - Procedure upon failure or refusal to collect taxes or make remittances and reports.

If any person whose duty it is to do so shall fail or refuse to collect the tax imposed under this article or to make within the time provided in this article the reports and remittances required by this article, the town treasurer shall proceed in such a manner as he may deem best to obtain the facts and information as he is able to obtain upon which to base the assessment of any tax payable by any person who has failed or refused to collect such tax or to make such report and remittance. The town treasurer shall proceed to determine and assess against such

person such tax and penalty by registered mail at his last known place of address of the amount of such tax and interest and penalty and the total amount thereof shall be payable within ten days from the date of such notice.

Sec. 16-111. - Preservation of records.

It shall be the duty of every person required by this article to pay to the town the taxes imposed by the article to keep and to preserve for a period of two years records showing all purchases taxable under this article, the amount charged the purchaser for each purchase, the date thereof, the taxes collected thereon and the amount of tax required to be collected by this article. The town treasurer or duly authorized agents shall have the power to examine such records at reasonable times and without unreasonable interference with the business of such person, for the purpose of administering and enforcing the provisions of this article and to make transcripts of all or any parts thereof.

Sec. 16-112. - Cessation of business; report and tax due immediately.

Whenever any person required to collect and pay to the town a tax under this article shall cease to operate and shall otherwise dispose of his business, any tax payable under the provisions of this article shall become immediately due and payable. Such person shall immediately make a report and pay the tax due.

There being no further business, upon motion by Council member Shaffer, seconded by Council member Kitselman and passed unanimously, the meeting was adjourned at 7:22 p.m.

Wilson Kirby, Mayor

Harry Lee Arnold, Jr., Recorder

Attachment 4

Planning and Community Development

Action Item

CCHS Site Plan Amendment

May 12, 2015

Planning Commission

The Planning Commission held a meeting on Tuesday, April 28, 2015. They made a recommendation concerning modifications to the Zoning Ordinance for additional multifamily senior housing units. A full staff report is included in this packet. Their next scheduled meeting is Tuesday, May 26, 2015 at 7:30pm.

Berryville Area Development Authority

The BADA held a regular meeting on Wednesday, April 22, 2015 at 2:00pm. They discussed mapping changes within Annexation Area B and reviewed the draft Berryville Area Plan update. Their next meeting is scheduled for Wednesday, May 27, 2015 at 7:00pm.

Architectural Review Board

The Architectural Review Board met on Wednesday, May 6, 2015. They reviewed the following item:

Architectural Review

One West Main, LLC, (Giel Milner, Owner), is requesting a Certificate of Appropriateness in order to replace windows at the structure located at 1 West Main Street, identified as Tax Map Parcel number 14A5-(A)-10, zoned C General Commercial. *The applicant did not have his window replacement approved prior to installation. The ARB issued a Certificate of Appropriateness with the conditions that exterior mullions be applied to the windows on two sides of the structure (Main and Church facades) within 90 days of approval and the window casings be painted white to match the windows. ARB members reminded the property owner that all future work on the exterior of the structure must be reviewed and approved prior to commencement of work.*

Their next meeting is scheduled for Wednesday, June 3, 2015 at 12:30pm.

Board of Zoning Appeals

The BZA did not hold a meeting since the last Council meeting.

BERRYVILLE TOWN COUNCIL

Older Person Residential Zoning in Annexation Area B

May 12, 2015

Per Council's request, the Planning Commission approved the following motion concerning modifications to Section 614.5 of the Berryville Zoning Ordinance:

The Planning Commission of the Town of Berryville hereby recommends to Town Council that the Berryville Area Plan update should be completed prior to making any modifications to the Berryville Zoning Ordinance.

April 14, 2015 Staff Report

Town Council, at the March 10, 2015 meeting, adopted a resolution in support of the study of additional multi-family units in the Older Person Residential (OPR) zoning district.

Following is the resolution adopted at the March 10, 2015 meeting:

A RESOLUTION: SUPPORT FOR THE STUDY OF ADDITIONAL MULTIFAMILY UNITS IN THE OLDER PERSON RESIDENTIAL ZONING DISTRICT OF ANNEXATION AREA B

WHEREAS, the Berryville Area Plan currently allows for a total of 120 units of multifamily housing in Annexation Area B with a total of 60 remaining to be developed; and

WHEREAS, the Council of the Town of Berryville acknowledges the potential need for additional income- and age-restricted multifamily units in response to current demographic trends; and

WHEREAS, Marlyn Development wishes to develop a 120-unit multifamily apartment complex requiring modifications to the Berryville Area Plan and the Berryville Zoning Ordinance to allow 60 additional units of this type;

NOW, THEREFORE, BE IT RESOLVED that the Council of the Town of Berryville, Virginia hereby sponsors the request to study whether the Berryville Area Plan and the Town of Berryville Zoning Ordinance should be amended to allow an additional 60 units of multifamily apartments, but not an expansion of the established 300 OPR unit overall limit, and refers these matters to the Berryville Area Development Authority and the Town Planning Commission for review and recommendation to the Berryville Town Council and the Clarke County Board of Supervisors.

Berryville Area Development Authority

The Berryville Area Development Authority held a work session on Monday, March 30, 2015. As a part of the Berryville Area Plan (BAP) update they discussed the process to address Marlyn Development's request to add 60 additional multifamily units in the OPR district for a total of 180. BADA members in attendance voted unanimously to not

consider a Plan amendment to modify the number of multifamily units in the OPR district, but to expedite the review process of the Plan to complete it in a reasonable timeframe.

Work Session Topics

There was a discussion at the work session identifying existing age- and income-restricted multifamily units in the Town. Staff discussed other properties including Washington Square and Johnson-Williams Apartments that offer similar housing opportunities. The conversation also included previous and potential development efforts in the Institutional zoning district including 28 additional units at Johnson-Williams Apartments and the possibility for low- to moderate-income housing identified as a Special Permit Use in the ITL district, specifically on West Main Street. Similar to the discussion with Planning Commissioners, Development Authority members voiced concern about ensuring a variety of senior housing options and the potential adverse effect on this goal if additional alternative housing types were shifted to multifamily.

Continued discussion included current goals and objectives identified in the BAP. Authority members requested Staff to update these sections as part of the Plan review with proposed draft language including the variety of housing identified for seniors; a definition of “adequate housing”; and new impacts that may be caused by future development.

Emergency Services

Representatives from emergency services were in attendance and clarified figures anticipated for fee-for-service funds for the first year of implementation that had been submitted to the BADA by the property owner.

Planning Commission

The Berryville Planning Commission held their regular meeting on Tuesday, March 24, 2015. At that time they discussed the need for additional age- and income-restricted multifamily housing. No formal action was taken by the Planning Commission at the meeting. They will be holding a meeting on Tuesday, April 28, 2015 when staff can request they discuss the matter again and vote on a recommendation to Town Council.

Affordability

Mr. Heikes indicated there is a significant portion of the population in Berryville and Clarke County who cannot afford a facility similar to Mary Hardesty or the proposed Marlyn facility. Ms. Reid added that there is also a niche for those whose income is greater than what is permitted in a Mary Hardesty-type facility and for market priced facilities in Winchester and Loudoun County.

Variety of Housing Types

There was a consensus among Commissioners that a diversity of housing types (e.g., single family detached, duplex, triplex, town homes) was important to accommodate residents who would like to remain in the community. There was also a discussion on the need for smaller single-family homes, approximately 1,000 square feet, to be considered.

Zoning Modifications

In order for Marlyn to proceed with their project, an amendment to the Berryville Zoning Ordinance Section 614.5, concerning maximum densities in the Older Person Residential zoning district, would need to occur. As previously mentioned, the Berryville Area Plan identifies the specific numbers (300 total units with 120 identified as multi-family) that is reflected in the zoning ordinance.

Staff Comments

Mr. Echols submitted an application requesting a text amendment to the Berryville Zoning Ordinance (Section 614.5 Maximum Density in the Older Person Residential district) and amendment to the Berryville Area Plan in order to add 60 additional multifamily units (totaling 180 units) on Tuesday, March 31, 2015. It is staff's position that any ordinance change should be consistent with the Berryville Area Plan and/or Berryville Comprehensive Plan and that modifying the Zoning Ordinance in an inconsistent manner would establish a negative precedent.

BERRYVILLE TOWN COUNCIL
Clarke County High School Site Plan Amendment
May 12, 2015

Clarke County Public Schools (Dr. Chuck Bishop, Agent), is requesting a Site Plan amendment for the property located at 627 Mosby Boulevard, identified as Tax Map Parcel number 14-((A))-7A, zoned DR-4 Detached Residential-4.

Clarke County Public Schools is requesting a site plan amendment to the high school property in order to add several structures and some other items. As the development of the high school was part of a Special Use Permit, Town Council is required to approve any modifications that enlarge, extend, or increase the intensity of the use. The Planning Commission, at their March 24, 2015 meeting, voted to recommend Council approve the site plan amendment as presented. Following is a portion of the approved Planning Commission minutes of the March 24, 2015 meeting concerning this matter:

Site Plan Amendment

Chair Shaffer asked staff to describe the request. Ms. Dunkle said several representatives from the Clarke County Schools were in attendance. She said that she and Chief White were part of a committee that reviewed the proposed amendments to the Clarke County High School site plan. She referenced several of the items the schools wished to add including the band tower which had been the most contentious issue. She added that law enforcement had concerns initially but were satisfied with modifications made to the structure as a result of security discussions.

Chair Shaffer asked Dr. Bishop to describe the request. Dr. Bishop reiterated that the site plan committee had been meeting since his arrival in May of last year. He said the band tower is the only project that has been funded to date. He referenced Mr. Graham's drawing in the Planning Commission packet. He said other improvements will be added to the site as funding allows. Dr. Bishop said that a Career Technology Education (CTE) building is proposed next to the greenhouse. He said they are currently working on program development and foresees the need for additional space. He said he anticipates the need for fire suppression sprinklers for the proposed CTE building. Dr. Bishop identified additional improvements that are proposed for the site including an outdoor lab area, recycling area and sidewalk, and two memorial gardens. There was a general discussion about storm water management.

Chair Shaffer asked Mr. Graham to discuss the proposal for the band tower. Mr. Graham said the two story structure would be secured by a steel door at the base. He said the tower will help the band efforts significantly and allow for more professional programming. He said it would be constructed out of Trex and look like natural wood. Mr. Heikes asked how he made the height determination. Mr. Graham said he researched other facilities and designed his tower after one in Alabama. Mr. Heikes asked if the goal was to

communicate with band members. Mr. Graham said it was and that there is no aerial view of the entire marching band using current equipment. There was a general discussion about technology including GPS applications and the future need for a tower.

Mr. Heikes asked why there was a roof on the structure. Mr. Graham said the band practices during rain events and that electrical equipment will be in the tower and needs to stay dry. Mr. Heikes asked how many people would be able to be in the tower at one time. Mr. Graham said two people would be permitted at a time. Dr. Bishop added that the number of people in the tower was a formal restriction set by the Schools. There was a discussion about the need for open viewing on all sides and the height of the railing (42"). Dr. Bishop said the Schools' insurance company required a height of at least 42". Ms. Kemp said the tower would lose its effectiveness if it was enclosed and Ms. Reid added the structure would be too hot to inhabit. Ms. Marino asked who would be responsible for the upkeep of the tower. Dr. Bishop said the Schools would be responsible. He said because it is made of Trex, he didn't anticipate much upkeep on the tower itself but would probably need to replace the roof at some point. Ms. Dunkle added that Mr. Graham will be required to obtain a building permit from Clarke County.

Chair Shaffer asked for additional information on the proposed outdoor lab. Dr. Bishop said welding and other activities would take place in this area. Ms. Barton asked who would be constructing the band tower. Mr. Graham said Castleman Carpentry will assist him with some of the construction. He added that Rappahannock Electric Cooperative has donated the poles and Kee Construction will be excavating the site.

Chair Shaffer asked for any other questions or comments. There being no further discussion, Ms. Reid made the motion to approve the site plan amendment as presented with the conditions that all of the vehicles and storage facilities parked in the high school parking lot be removed once the band tower and storage building are complete; that all outdoor storage be screened and maintained; and that noise and dust be kept to a minimum outside of any structure, seconded by Ms. Marino, the motion passed by voice vote, Ms. Kemp and Ms. Malone abstaining. Ms. Dunkle said she would forward their site plan approval to Town Council as this request is considered an expansion of an approved Special Use Permit. Ms. Kemp added that the tower will be a bit asset to the band and congratulated Mr. Graham on the project.

Town Police and Planning staff participated on a committee with school officials and interested citizens for the past year concerning the proposed site plan amendments before the Planning Commission at this meeting. Following is an overview of the items that the School Board has requested for this amendment. Dr. Bishop has submitted a more detailed narrative of the following:

- *Band Tower and Band Storage Facility*

This has been the most contentious item among the amendments. Security concerns, aesthetics, and access have been discussed over the course of the past year with the committee and school officials. With modifications to the bottom of the band tower, security issues are not as great a concern and law enforcement officials are okay with this proposal. This is an Eagle Scout project by Mr. Alec Graham. Alec will be working with a general contractor on the project and will be required to obtain permits from the Town and County prior to construction. The band program is currently using a bucket truck for the band director.

Staff has discussed the band tower with the owner of Rosemont Manor. He is not opposed to the band tower or proposed accessory structure in this location.

Should the Planning Commission approve this request, staff recommends the condition that the band's vehicles and other equipment (old school bus, assorted trailers, etc.) currently used for storage and parked in the high school lot be removed.

- *Memorial Garden*

The committee recommended requesting two areas in the front of the school for memorial gardens with this submission. The first is located close to the flagpoles in a small area behind a wall and the second in a larger rectangular area adjacent to the front sidewalk.

- *Career and Technical Education (CTE) Facility*

The CCPS would like to add a 2,584 square foot pre-fabricated metal building next to the existing greenhouse in order to store combustible materials and to allow for specific activities to occur that cannot in the principal structure. Dr. Bishop has noted that this building will likely be constructed in the future and that they wanted to submit a comprehensive site plan amendment to cover all future development on the site. This facility will be screened by a fence and requisite landscaping.

- *Loading Dock Area*

This area, located on the northwest side of the school, will allow for a recycling receptacle and loading dock. A sidewalk and handicapped accessible ramp will also be installed in this location.

- *Career and Technical Education (CTE) Outdoor Lab*

The schools would like to add a fenced outdoor space adjacent to the area where construction activities currently take place. If approved by the Planning Commission, staff recommends assurance that noise, dust and outdoor storage be restricted and monitored.

Additional impervious surface will be created by the proposed buildings and paved areas. The storm water for the Career & Technical Education (CTE) building and hard surface

on the west part of the site will be directed to a VDOT storm water management detention facility that is located north of Mosby. Staff has requested approval from VDOT to direct storm water to that location (email correspondence included in this packet) and a review by the Town's consulting engineer to assure capacity. Dr. Bishop has indicated that the construction of this building will be at a future date and has requested that the engineering reviews be conducted at that time. This item is included as a condition of approval in the attached motion.

Public hearings are not required on such matters however one could be set if Council chose to do so.

Staff is requesting a discussion about removal of the band tower should the facility become obsolete.

The following items are included in this packet:

- Application for Site Plan Amendment;
- Narrative from Dr. Bishop on the request;
- Drawings from Castleman Carpentry for the proposed band tower;
- E-mail from Ed Carter (VDOT) concerning storm water management;
- Letter of support from Battlefield Estates Civic Association;
- Special Use Permit Conditions as approved by Town Council on October 29, 2009;
- Plan for the proposed amendments; and
- Motion for action

Recommendation

Discuss at the meeting.

(Please print or type)

Current Property Owner Clarke County Public Schools

Owner's Address 309 W. Main Street Berryville, VA 22611

Phone (540) 955-6100

Agent (Contact Person) Dr. Chuck Bishop

Agent's Address same as above

Phone same as above

Check Appropriate Request:

_____ Subdivision - creating more than 2 lots

Minor Subdivision - single lot divided into 2 lots

Boundary Line Adjustment

 X Site Plan

Rezoning

_____ Text Amendment: _____ Zoning or _____ Subdivision Ordinance

ARB Certificate of Appropriateness

 Town of Berryville Utilities

Other: _____

Complete As Applicable:

Nature of Request/Proposal: Site plan revisions to Clarke County High School

Tax Map & Parcel Number(s): 14 A 7A, 14, A7

Size of Project Site: 5285 sqft total as identified on drawings by Anderson & Associates

Proposed # of Lots: _____ Existing Zoning _____ DR4 Detached Residential

Owner or Agent: The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve the request for which I am applying. I certify that all property corners have been clearly staked and flagged.

Signature: Chuck Boff Date: 2/23/15

Owner: I have read this completed application, understand its intent, and freely consent to its filing. Furthermore, I grant permission to the Town Planning Department and other government agents to enter the property and make such investigations and tests, as they deem necessary. I acknowledge that in accordance with Article X of the Subdivision Ordinance I am responsible for costs incurred for review of subdivision and/or development plans by the Town's engineer and that any other required tests or studies will be carried out at owner/agent expense.

Signature: Chuck Birch Date: 2/23/15

OFFICE USE ONLY

Public Hearing Required? NO Dates Advised _____

Adjoining Property Owners Notified? _____

Action Taken: _____

Proposed Site Plan Revisions

Clarke County High School

Band Tower and Band Storage Facility-

At the August 19, 2013 school board meeting, Alec Graham, a student at CCHS and Eagle Scout candidate, proposed the construction of a permanent observation tower for the band director's use at Clarke County High School. The project would be managed by Mr. Graham as his Eagle Scout project. A copy of the drawing provided by Alec is attached.

The band program at CCHS has been historically strong with tremendous community support. In a given year, the marching band has approximately 80 members. Construction of an observation tower would provide the director a view of the group's formations and movement in preparation for both halftime performances and competition. The elevated tower provides the director the opportunity to instruct students on proper positioning. Primarily, the structure would be used Monday through Thursday from mid-August through mid-November weather permitting. Over the years, the tower would allow hundreds, if not thousands of students, to receive feedback from the director.

The proposed tower would be constructed of a manufactured wood material which would require little maintenance in the foreseeable future. It would be placed on one of three 10 ft x 10 ft concrete pads that are proposed for the area. The two additional 10 ft x 10 ft concrete pads flanking the tower would be used as a foundation for temporary drum major stands, which are stored each evening after practice. The proposed roof finish is a standard shingle that would need to be replaced in approximately 15-20 years.

The proposed site plan also includes the future construction of a 24 ft x 24 ft band storage facility. The structure would be of masonry construction.

The location for the proposed band tower is identified in the current site plan as an area for overflow parking. The board has considered the long-term need for additional parking and believes that overflow parking could still be accomplished even with the construction of the observation tower.

Memorial Garden-

The purpose of the garden would be to memorialize or honor students and staff from Clarke County High School.

The proposed site plan includes two possible locations for a memorial garden- (1) in the area near the flag poles; or, (2) in the large rectangular area adjacent to the front sidewalk.

The future garden would serve as an outdoor learning lab for students enrolled in Horticulture/Plant Science courses at CCHS. Approximately 15-20 students per year currently participate in the program. These students would be responsible for the routine maintenance of the garden while school is in session. Overall maintenance cost each year would be limited to mulch and plants. Through careful

selection of plants when the garden is established, the replacement costs are estimated to be minimal. The garden would serve as an aesthetic enhancement to the entrance of CCHS and could be enjoyed by students, staff and community members for years to come.

Career & Technical Education (CTE) Facility-

For future enhancement to the CTE program at CCHS, the Ad Hoc committee has suggested the addition of a pre-fabricated metal building of approximately 2,584 square feet adjacent to the greenhouse. Current code does not allow certain activities to occur in the building or for the storage of combustible materials in the designated shop area at the high school. Therefore, a free-standing building with a fire suppression system would meet the needs of current programs and address the needs of future educational opportunities for CCHS students.

Although the actual use of this future structure is only conceptually defined at this point, it is anticipated that enrollment in CTE courses will increase once programmatic changes are in place. The facility would allow for growth of the program as determined by student enrollment. The Career and Technical Education Advisory Committee, in future years, could provide guidance to the school board on possible uses for this facility.

With the proposed square footage of the building, school staff anticipates an order of magnitude cost of \$150-\$175 per square foot for the structure itself. It is unknown at this point whether or not the facility would require a fire suppression system. However, staff recommends a system in order to protect occupants as well as the division's assets. Additionally, a concrete pad foundation will be needed as well as utility service to the structure. Those costs are unknown to date. The ability to see this facility to fruition will require careful program planning and budgeting for the next several years.

Loading Dock Area-

The School Board is proposing a designated receptacle to be placed at CCHS for recycling. This would require a 24 ft x 18 ft concrete pad to be poured adjacent to the loading dock. The receptacle would also need to be fenced to match the existing enclosure. This proposed improvement would allow greater opportunity for recycling within the school as students are educated on the importance of protecting the environment.

This portion of the project also details the addition of a 6 foot concrete sidewalk and 4 foot concrete ramp which would allow improved accessibility for handicapped patrons as well as for the movement of equipment to and from the high school. Little to no educational benefit is gained from this improvement; however, it would make the facility more user friendly.

Career & Technical Education (CTE) Outdoor Lab-

The nature of some activities in the CTE department requires a space outside of the building. Construction activities and/or equipment repair are two examples of student activities that would occur in this proposed space which could be shared by several different programs. The number of students impacted currently is in the hundreds, but as programs are re-established it is anticipated that more students would benefit in future years.

This portion of the site plan revision would seek to add a concrete pad of 780 square feet in order to serve the current and future programmatic needs at CCHS. The area would be enclosed with fencing and a gate to match existing conditions.



www.castlemancarpentry.com

Attn: Clarke County School Board - Site committee

Clarke County Public Schools
309 W. Main Street, Berryville VA 22611

Ref: Alec Graham Eagle Project - Band Tower

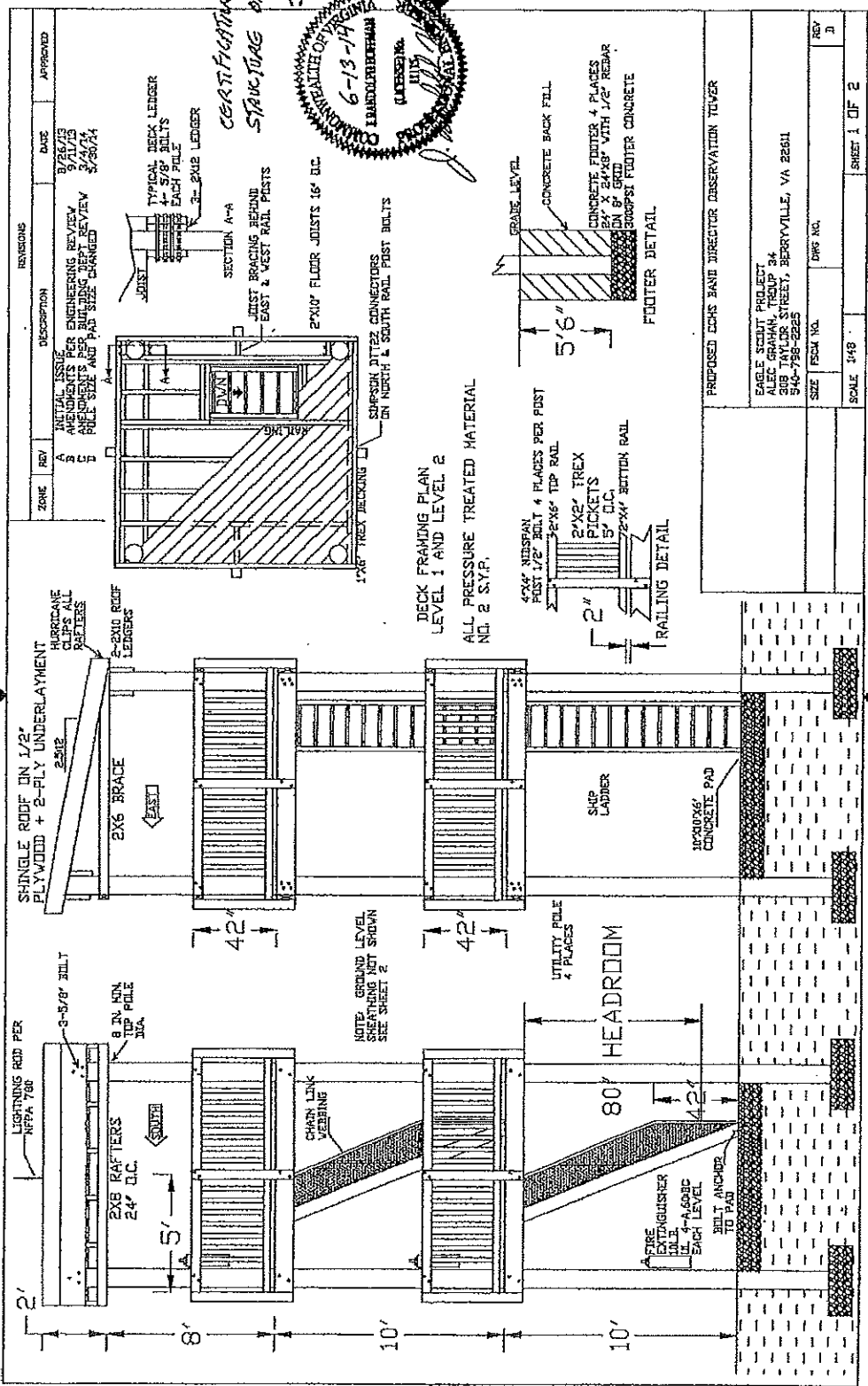
Dear members of the site committee-

This letter is to inform you that Castleman Carpentry, llc. has agreed to assist in the construction of the band tower proposed by Eagle Scout candidate Alec Graham to be located on the grounds of Clarke County High School. Castleman Carpentry, llc. holds a Class A General Contractor's license with the state of Virginia and is fully insured for work performed. We have received and reviewed preliminary drawings for this project. These documents were produced by an engineer specifically for the band tower. All work performed by our forces will conform to the latest county approved and permitted plans, local and state building codes, as well as inspections performed by the Clarke County building official. As this is a volunteer effort led by Alec Graham, Castleman Carpentry will not be the only source of labor on this project. I understand the posts will be set by the electric utility and some of the finishing work will be performed by various volunteers. Ultimately the project must conform to all engineered and approved plans as well as inspections. I have no doubt Alec will be diligent in informing the building official of the project's progress. Feel free to contact us with any questions/comments.

Sincerely,

Rich Bonett
Castleman Carpentry, LLC
540-955-9695
bonett@castlemancarpentry.com

COMMONWEALTH OF VIRGINIA
6-13-14
TREASURER
LICENSE NO. 1115
PROB. CLERK



PROPOSED ECHS BAND DIRECTOR OBSERVATION TOWER		EAGLE SCOUT PROJECT ALEC GRAHAM, TROOP 34 318 TAYLOR STREET, BERRYVILLE, VA 22611 304-738-8225		REV A	SHEET 1 OF 2
SCALE	1/4" = 1'	DATE	10/18/00	REV	

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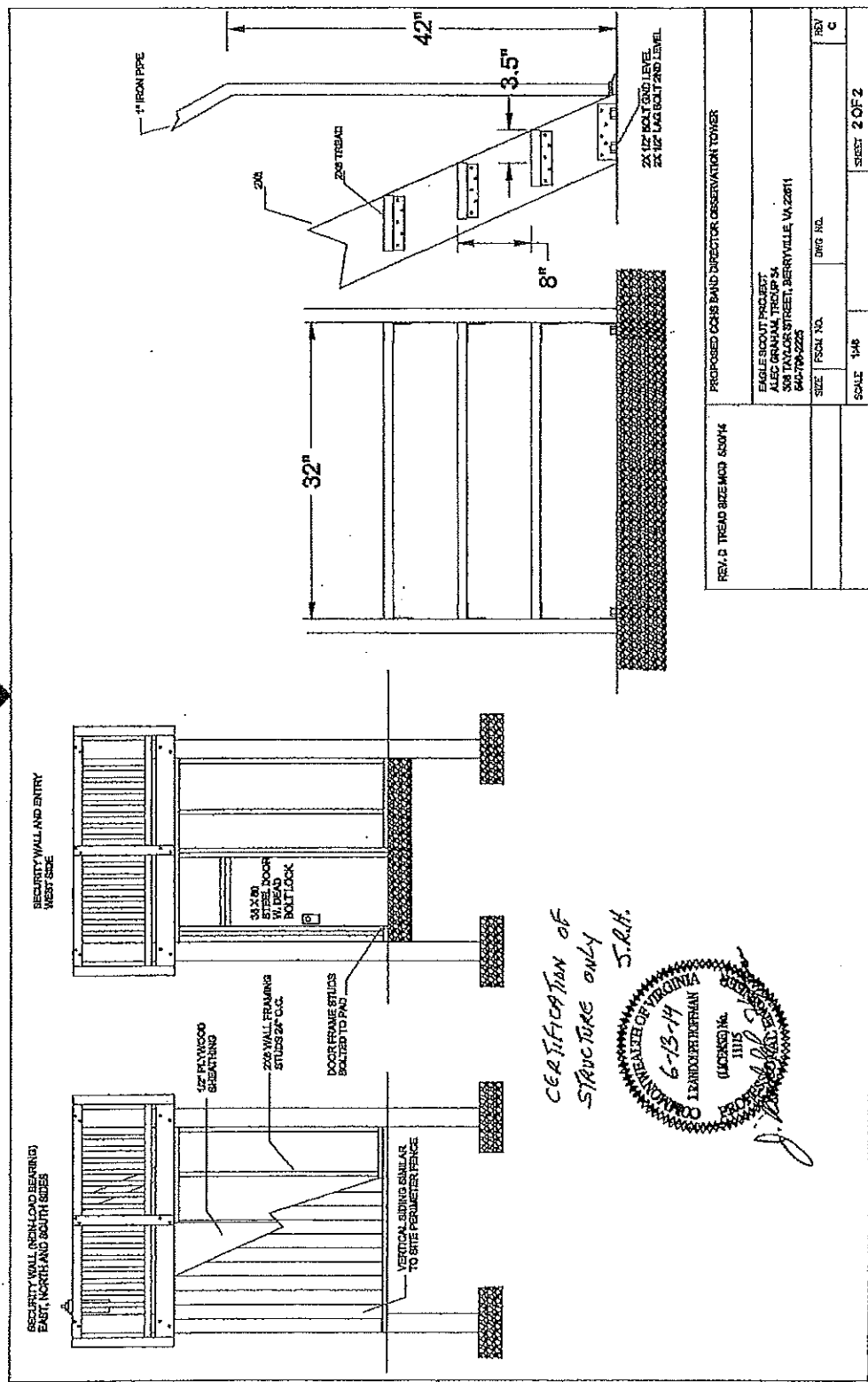
REDATE

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USER

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REV. D TREAD SIZE AND SLOPE		PROPOSED COIS BAND DIRECTOR OBSERVATION TOWER	
FLOOR PLAN AND ELEVATION		FLOOR PLAN AND ELEVATION	
300 TAYLOR STREET, BERRYVILLE, VA 22811		300 TAYLOR STREET, BERRYVILLE, VA 22811	
840-209-2225		840-209-2225	
SIZE	FSCL NO.	DRG NO.	REV
			C
SCALE 1/4\"/>		SHEET 2 OF 2	



Chuck Bishop <bishopc@clarke.k12.va.us>

Meeting Request

Carter, Edwin (VDOT) <Edwin.Carter@vdot.virginia.gov>

Thu, Feb 19, 2015 at 8:52 AM

To: Chuck Bishop <bishopc@clarke.k12.va.us>

Cc: "Balderson, Clifton M. (VDOT)" <Clifton.Balderson@vdot.virginia.gov>

Dr. Bishop, our Hydraulic Engineer has confirmed there is sufficient capacity in VDOT's storm water management pond to accommodate the additional 2584 sq. ft. of volume. However, he cautions the following:

"Clarke County Schools and their project engineer should be made aware that current SWM Law and Regs do not provide the same water quality removal credits for detention ponds as the old Regs. Basically, we exchanged equal volumes of treatment; but, the same volume no longer provides as much phosphorous removal as it did for our original projects. (We did not exchange pounds of phosphorus removal credits.)"

Please let us know if you need additional.

Thanks,

Ed

Edwin Z. Carter
Assist. Residency Administrator
VDOT-Edinburg Residency
(540) 984-5605
Fax (540) 984-5607
Edwin.Carter@VDOT.Virginia.Gov

From: Chuck Bishop [mailto:bishopc@clarke.k12.va.us]

Sent: Wednesday, February 11, 2015 1:32 PM

To: Carter, Edwin (VDOT)

Cc: Balderson, Clifton M. (VDOT); Christy Dunkle

Subject: Re: Meeting Request

[Quoted text hidden]

**Battlefield Estates Civic Association
P.O. Box 295
Berryville, Virginia 22611**

January 27, 2015

To: Town of Berryville Planning Commission

Recently, our civic association was briefed by Alec Graham, an Eagle Scout, whose project is to build a band tower for the use of the Clarke County High School Music Program.

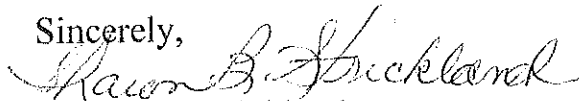
Mr. Graham provided the attendees with drawings and much information about the project. In attendance were many of the neighbors living closest to the practice field (residents of Pender Court and Beauregard Court).

After the briefing, the neighbors had a question and answer session with Mr. Graham about the band tower and I am most pleased to report that this project received an overwhelming approval from the residents in attendance.

The officers and the residents of Battlefield Estates endorse this project and we look forward to seeing the completed project. The music coming from the practice field seems to be most pleasant for the residents and many are former band members.

We highly recommend that the Planning Commission move this project forward to completion. Let us all support the Eagles band.

Sincerely,



Sharon B. Strickland

President, Battlefield Estates Civic Association

CONDITIONS FOR
SPECIAL USE PERMIT 04-09

The following conditions shall apply to Special Use Permit 04-09 for the property with Tax Map Parcels Nos. 14-A-7A, containing 44.984 acres and the off-site improvements shown on Parcel 14-A-7 ("the Property") in order to construct a public high school per Sections 604.3(j) and 503.4 of the Town of Berryville Zoning Ordinance:

1. **Site Plan Required.** This special use permit is granted for the purpose of authorizing the construction and expansion of the aforesaid high school, subject to the conditions set forth herein. Prior to the issuance of a Zoning Permit and/or a Building Permit for the high school, the Applicant shall submit a final site plan in accordance with Section 314 of the Zoning Ordinance, including but not limited to an Erosion and Sediment Control Plan; a stormwater management plan; and building elevations which shall be approved by the Town Council. The final site plan shall comply with the conditions of this special use permit and shall be in substantial conformance with the Preliminary Site Plan entitled Clarke County High School Preliminary Site Plan, dated August 19, 2009, prepared by Urban Engineering, incorporated herein by reference (the "Preliminary Site Plan").

2. **Future expansion.** The final site plan submission shall include a sketch plan depicting the area proposed for the anticipated expansion of the school capacity from 800 to 1,000 students. The anticipated impervious surface for the school expansion and additional parking spaces shall be included in stormwater management calculations on the final site plan for the initial construction. A separate final site plan shall be required for the expansion of the school when the Applicant proposes such expansion.

3. **Completion of Mosby Boulevard to West Main Street.** Applicant shall submit a Deed of Dedication and Easements to the Assistant Town Manager for Community

Development and Operations (the "Assistant Town Manager") for the completion of Mosby Boulevard as shown on the Preliminary Site Plan. The Deed shall include the dedication of the right-of-way for Mosby Boulevard to VDOT in fee simple. The Application shall reserve additional right-of-way located approximately 10 feet to the east along the southern and eastern portions of the alignment of Mosby Boulevard as shown on the Preliminary Site Plan in order to meet the VDOT road alignment standards at the future intersection of Mosby Boulevard and West Main Street and shall dedicate any necessary drainage easements that VDOT determines necessary as part of final engineering. The Applicant shall execute and record the Deed for the dedication of the Mosby Boulevard right-of-way and reservation prior to final site plan approval or within 30 days of approval of this special use permit, which ever occurs first. The Applicant shall dedicate the reserved area to VDOT in fee simple and all other easements to VDOT upon request by the Town or VDOT.

4. **Additional dedications.** The Applicant shall further dedicate:

a. **West Main Street Dedication.** A twenty (20) foot wide right-of-way, as requested by VDOT, in fee simple for public road construction purposes along the entire length of the Property on the north side of West Main Street;

b. **Early Drive Termination.** That area depicted on the Preliminary Site Plan for a cul-de-sac or a turn around at the end of Early Drive to VDOT. The final design of the Early Drive termination shall be approved by VDOT and the Town and shall be shown on the final site plan submission approved by Town Council.

5. **Landscaping and buffering.**

a. Applicant shall provide a ten (10) foot landscape buffer along the Property's common boundary with lots 201, 250, 243, 242, 241, 240, 239, 238, 222, 221, 220A,

220, 219, 218, 188A, 188, 187, 186A, 185, and 19 in Battlefield Estates, as shown on the Preliminary Site Plan. It shall further install and maintain a six-foot high board on board fence along the common boundary with lots 238, 239, 240, 241, 242, 243, 250, and 201.

b. The Buffer may exceed but shall conform to not less than the requirements of Section 314.7(j) of the Town Zoning Ordinance and the provisions of Article III(G)(2)(a.) (ii)(a)(1) of the Town Subdivision Ordinance, and shall be maintained by the Applicant.

c. The Buffer shall be completed prior to the issuance of a Certificate of Occupancy for the high school.

d. The Applicant shall construct an 8-foot permeable trail from the end of Early Drive to the student parking lot to provide pedestrian and emergency access. Such trail design shall include sufficient turning movements for emergency vehicles at the intersection of the proposed trail and the terminus of Early Drive as approved by the Town and VDOT. The intersection shall be gated with removable bollards and chains at one end, provided that access is maintained for emergency vehicles and pedestrians.

6. **Sewer Line relocation.** The Applicant shall relocate the existing sanitary sewer line as shown on the Preliminary Site Plan and dedicate a twenty (20) foot wide permanent easement for the relocated line. The Town shall require a wider easement where needed due to the increased depth of the sewer line in accordance with the Town Construction Standards and Specification Manual dated June 2009. The relocated line shall be completed, inspected, and accepted by the Assistant Town Manager prior to the issuance of a Certificate of Occupancy for the high school. All existing unused sewer mains, laterals and manholes on the Applicant's Property shall be abandoned in accordance with Town Standards.

7. **Utility easements.** The Applicant shall grant the Town a 10' wide permanent utility easement (with a 10' wide temporary construction easement) so as to permit the construction of a force main from the Berryville Public Works Site, Tax Map Parcel #14-A-6, to the sewer main being constructed as a part of the high school project.

8. **Water line relocation.** The Applicant shall relocate the 8" water line as shown on the Preliminary Site Plan and dedicate a twenty (20) foot wide permanent easement for the relocated line. Applicant shall install a 12" water line instead of an 8" water line, provided that the Town timely pays the cost differential between the costs of constructing an 8" line and a 12" line upon presentation of a written request therefor with such supporting materials as the Town may require. Prior to commencing construction of the relocated line, the Applicant shall obtain estimates for the cost of construction of each line in order to fairly determine the aforesaid cost differential. If the Applicant and the Town disagree on the cost differential, the Applicant and the Town shall jointly select a third party to review the cost differential and shall be bound by the third party's determination. The relocated line shall be installed by the Applicant and accepted by the Assistant Town Manager prior to disconnecting the existing line, and all service interruptions must be coordinated with and approved by the Assistant Town Manager. The relocated line shall be completed, inspected, and accepted by the Assistant Town Manager prior to the issuance of a Certificate of Occupancy for the high school.

9. **Pedestrian trail.** The Applicant shall construct and maintain a trail along the north side of West Main Street, as shown on the Preliminary Site Plan, from the existing sidewalk near the southwest corner of lot 19 in Battlefield Estates to the western property line of the Property. The trail shall be open to the public at all times, and shall be completed prior to the issuance of a Certificate of Occupancy for the high school.

10. **Access to the Property.** Applicant shall provide three permanent points of vehicular access, one from West Main Street and two from Mosby Boulevard as shown on the Preliminary Site Plan provided that:

a. Applicant shall construct and use a VDOT approved temporary entrance from West Main Street in the vicinity of Tom Whitacre Circle until such time as the second permanent entrance is constructed off the completed Mosby Boulevard.

b. If Mosby Boulevard is not completed from its present terminus to West Main Street within five (5) years of the date of this approval, the Applicant shall construct a second permanent entrance from West Main Street in the vicinity of Tom Whitacre Circle in accordance with VDOT and Town Standards with said construction being completed and the construction inspected and approved by VDOT and the Town no more than seven (7) years of the date of this approval.

c. Nothing in this condition shall prevent the Town Council from permitting the issuance of a Certificate of Occupancy for the high school without the temporary entrance from West Main Street in the vicinity of Tom Whitacre Circle if the Town Council determines that the second permanent access from Mosby Boulevard will be completed in a timely manner.

11. **Preservation of access and provision of utility easements for certain adjacent property owners.**

a. The Applicant shall enter into a joint maintenance and access agreement with the owners of those Parcels bearing Tax Map #s 14-A-5 and 14-A-6, (the "Parcels") and their successors and assigns to provide each Parcel owner with access to their respective properties during and after the Applicant's construction of the temporary and/or permanent

entrance from West Main Street in the vicinity of Tom Whitacre Circle as required by condition 10 above.

b. Applicant shall provide the Parcel owners, and their successors and assigns with permanent ingress and egress easement and permanent underground utility easement across any portion of the Applicant's Property which may be located between the Parcels and Mosby Boulevard as a result of the completion of Mosby Boulevard. The location of the easements will be determined by VDOT pursuant to an entrance permit for Mosby Boulevard.

c. The joint maintenance and access agreement shall be entered into between the parties prior to the release of the final site plan.

12. Site lighting.

a. The Applicant shall submit a photometric lighting detail for the entire Property as part of the final site plan submission. The lighting on the Property shall be designed to minimize the impact on the adjacent properties or surrounding neighborhood by including the use of shielded and downcast lighting. The Applicant shall design its site lighting so as to achieve as nearly as practicable lighting levels that do not exceed 0.5 foot-candles at any of the property lines, and provided further that such lighting levels do not exceed the lowest level of illumination that is certified by the Applicant's engineer and confirmed by the Town Engineer as the lowest achievable lighting level that is consistent with the provision of parking lot security lighting.

b. All activity lighting on the Property shall be turned off when not in use. For the purposes of this condition, "activity lighting" shall mean that lighting not otherwise

required for security purposes, and that is employed for such activities as sporting, cultural, or other special events on the Property.

13. **Parking.** The Applicant shall provide all necessary parking for all on-site activities on the Property. The Applicant shall take reasonable precautions to prohibit all faculty, employees, and students from parking in the surrounding neighborhood. The Applicant shall designate an area or areas on the final site plan for additional overflow parking.

14. **Construction traffic management.** The Applicant shall submit a construction traffic management plan to the Town as part of the final site plan submission. The construction entrance for the construction of the high school shall be located off of West Main Street. Construction traffic generated by construction of the high school shall not be routed to Mosby Boulevard without prior written approval by the Town.

15. **Fire flows.** The Applicant shall provide required fire flow demand on the site in accordance with Town of Berryville Construction Standards and Specification Manual dated June 2009 by completing improvements prepared by the Clarke County School Board's engineer and approved by the Virginia Department of Health in a Waterworks Construction Permit made effective on 11/27/07 (permit # 205207) as it may be modified to accommodate development of the Property as permitted hereby, or in accordance with such other plan providing comparable service as may be approved by the Town. The Applicant shall conform any such design to the requirements for Water Distribution Systems incorporated into the Town's Construction Standards and Specification Manual dated June 2009.

16. **Timing of dedications.** With the exception of dedication of right-of-way for Mosby Boulevard, any dedications of interests in property that are required hereby shall be recorded after final site plan approval, but as a precondition to the issuance of a formal

notification and release of the final site plan by the Town. The final site plan will not be released and permits for site development and construction shall not be issued until the Town receives the recorded copy of each Deed of Dedication and Easement. Drafts of the necessary deeds and plats required therefor shall be submitted to the Town for review and approval prior to recordation thereof.

17. **Town vacation of certain easements.** The Town agrees to vacate all unused utility easements on the Property upon the Applicant's dedication and completion of the utility easements and facilities required shown on the Preliminary Site Plan and required by these conditions of approval. The Applicant shall provide a plat showing the requested easement vacations to the Assistant Town Manager.

18. **Cessation of rights under other approvals.** Without prejudice to any rights that the Applicant may possess in the underlying zoning of the Property, this grant of special use permit shall operate to terminate any previous plan approvals that may otherwise appertain to the Property.

\10100596.2

EXISTING 60" WIDE
WATER LINE EASEMENT

N/F
PAUL R. HOWELL
TAX MAP: #14-A-5
DEED BOOK 233, PAGE 247
ZONED: INSTITUTIONAL
USE: RESIDENTIAL

ANDERSON & ASSOCIATES, INC.
Professional Design Services
www.andassoc.com
100 Ardmore
Baltimore,
MD 21202-3555

DESIGNED: JPT
DRAWN: JPT
CHECKED: RWB
QA/QC:

1

1

1

CLARKE COUNTY HIGH SCHOOL
SITE PLAN AMENDMENTS
BERRYVILLE, VIRGINIA

SITE PLAN

35

ADDITIONAL INFORMATION: STUDENTS DIRECTED TO THE EXISTING CREEP POND WERE ACCOUNTED FOR AT THE SITE. NO DISSENTMENT FOR THE CREEP POND HIGH SCHOOL PROVIDED BY BERNARD, C/O 26/1/2011.

ADDITIONAL INFORMATION: STUDENTS DIRECT TO THE EXISTING CREEP POND WERE ACCOUNTED FOR IN PLANS FOR THE MOSTER/RELEVANT CREEP/STATION. DOCUMENTATION IS PROVIDED FOR THE CREEP POND ON SHEET 3. DETAILS OF THIS PLAN SET.

EXISTING STORED/IN-TRANSIT MANAGEMENT POND

60 30 0 30 60
SCALE IN FEET

APPROXIMATELY 100' OF CONCRETE PAVEMENT TO BE INSTALLED ALONG CENTER PAD & WALK SCOUT TOWER & CONSTRUCTION OF 300 SF IMPROVED TOPS ROAD.

MARCHING BAND-FACILITIES BUILDING - 24X4
CONCRETE MASONRY BLOCK-BUILDING TO
MATCH EXISTING BUILDINGS ON SITE. 576 SF
APPROXIMATE TO COR'S PLANS.

BERRYVILLE TOWN COUNCIL
MOTION TO APPROVE SITE PLAN AMENDMENT
FOR CLARKE COUNTY HIGH SCHOOL

Date: May 12, 2015

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the site plan amendment with the following conditions:

- all of the vehicles and storage facilities currently parked in the high school parking lot shall be removed once the band tower and storage building are complete;
- all outdoor storage shall be screened and maintained;
- noise and dust shall be kept to a minimum outside of any structure;
- engineering shall be submitted to the Town of Berryville for review and approval prior to construction of the *Career and Technical Education (CTE) Facility*; and
- the band tower shall be removed should it no longer be used by the marching band.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Attachment 5



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

MEMO

DATE: 05/06/2015

TO: Town Council

FROM: Chief W. Neal White

CC:

RE: Police Department Monthly Report – 05/12/2015

Staffing

Officer Shoremount has successfully completed his field training and has been assigned to a shift. The department is continuing the selection process concerning one of the department patrol officer positions that needs to be filled.

Emotionally Disturbed Persons

The month of April brought a dramatic rise in calls for service concerning emotionally disturbed individuals. I have attached a spreadsheet with this report that outlines the consumption of resources from the department associated with response to these types of calls. All members of the department have received basic and continuing education on how to respond to these types of calls. In addition, we have an officer who has received advanced Crisis Intervention Training (CIT) which focuses on these types of community issues.

I highlight this particular call for service type because of the amount of resources required to respond. These types of calls often involve transportation to Winchester Medical Center for professional evaluation and sometimes an additional transport to a secure treatment facility. Until recently, these types of civil custodial transports were handled by the Clarke County Sheriff's Office. With a legislative amendment last July, these transports became the responsibility of local police agencies if the patient was a resident of the agency's jurisdiction. Even if the patient voluntarily admitted themselves to the hospital in Winchester and they are a resident of Berryville, our department would be responsible for further custodial transport if it were deemed necessary to place the patient into a facility.

This is a growing area of responsibility for local law enforcement as reflected in the data from last month. The department already had to purchase additional equipment in the form of waist chains and leg irons in order to safely and humanely transport these individuals over great



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W. Neal White – Chief of Police

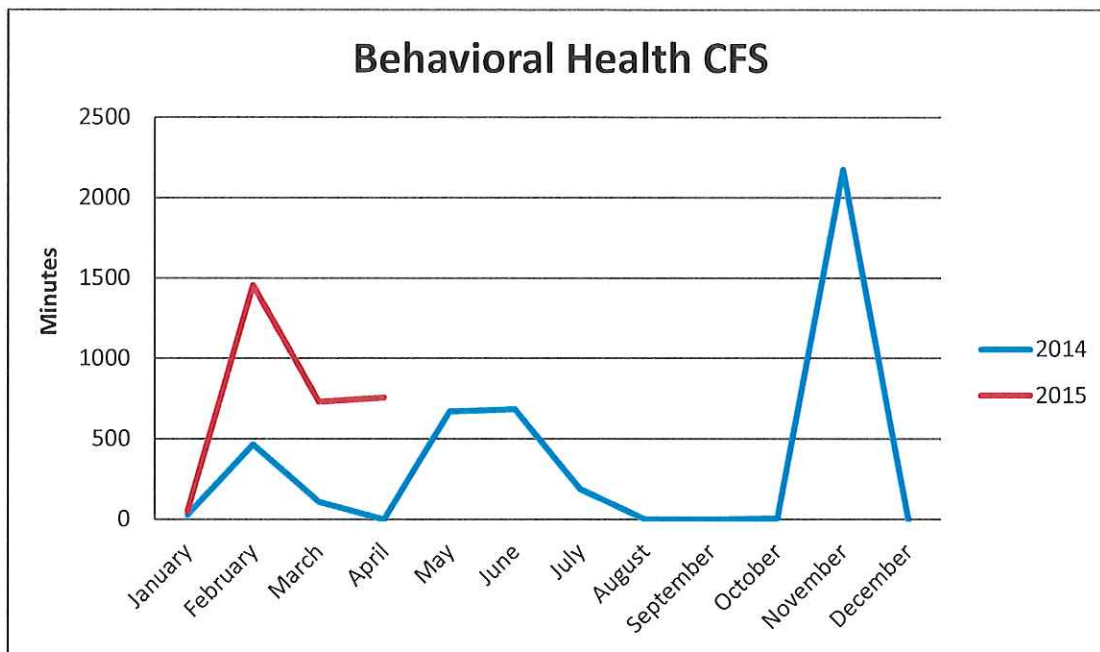
distances. We are also experiencing an increase in the transportation of individuals who are aging or have increased medical concerns. These individuals are often the subject of an Emergency Custody Order (ECO) procured from a magistrate by a social worker of the State or from a private care facility. We have recently had to utilize medical transport from EMS in two ECO cases where we could not safely transport the individuals based on their medical limitations.

Opioid Addiction Crisis

There has been a lot of attention given to the escalating abuse of opioids in the Northern Shenandoah Valley, especially the impact of heroin overdoses and deaths in the region. As a brief update to ongoing community efforts, I would like to mention the work of the Northern Shenandoah Valley Addiction Alliance Coalition. This group is comprised of key stakeholders in the community and has been working for the past two years to find potential solutions to this epidemic. I have been involved in several of these meetings and workshops and just wanted to make Council aware that there remains much work to be done with regard to this public health crisis.

One of the best practices that the Alliance is actively pursuing at this point is the establishment of a Drug Court to serve the Counties of Clarke and Frederick and the City of Winchester. On April 22, 2015 an organizational meeting of the Winchester-Frederick-Clarke Drug Treatment Court Advisory Committee was held at the Timbrook Public Safety Center. The hope of the committee is that a Drug Treatment Court could be up and running for our community by the fall of 2016, but there is a substantial amount of work to be done before this can become a realization. This initiative will require local funding, so I wanted to place this project on your radar as well as illuminate the fact that opioid abuse is a valid concern within this community and region.

As initiatives from this coalition continue to mature, I will do my best to keep Council informed and if there are any questions about the work of the group I will do my best to supply answers and keep current and topical information before the Council.



BERRYVILLE POLICE DEPARTMENT
BEHAVIORAL CFS 2014-15

INCIDENT #	DATE	Minutes
2014-001157	1/28/2014	30
2014-002303	2/24/2014	260
2014-002285	2/23/2014	204
2014-003715	3/27/2014	108
2014-006808	5/31/2014	672
2014-008077	6/28/2014	195
2014-007885	6/24/2014	490
2014-009393	7/25/2014	189
2014-012940	10/6/2014	8
2014-014381	11/8/2014	1541
2014-014591	11/12/2014	634
2015-000425	1/12/2015	52
2015-002037	2/23/2015	192
2015-002118	2/25/2015	1264
2015-002291	3/2/2015	450
2015-002938	3/17/2015	281
2015-004198	4/14/2015	7
2015-004435	4/20/2015	184
2015-004449	4/20/2015	260
2015-004452	4/21/2015	73
2015-004483	4/21/2015	231



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W. Neal White – Chief of Police

POLICE AND SECURITY REPORT

Month: April	Year To Date	April	March
Year: 2015	2015	2015	2015
Total Miles Traveled:	15,585	4,065	3,647
Total Man Hours:	4,874	1,194	1,228

Complaints Answered

911 Hang Up:	6	3	1
Alarms:	33	5	8
Animal Complaint:	41	13	13
Assault And Battery:	8	2	2
Assist County:	17	4	6
Auto Larceny:	0	0	0
Burglary:	1	0	0
Civil Complaints:	29	8	7
Disturbance (Non Violent):	20	10	3
Domestic Disturbance:	3	0	2
Drunk In Public:	6	3	2
Forgery & Uttering:	1	0	1
Fraud:	5	0	2
Grand Larceny:	2	0	0
Harassment/Intimidation:	9	0	4
Homicide:	0	0	0
Juvenile Related:	20	10	5
Noise:	6	3	3
Petty Larceny:	7	2	1
Public Service:	19	5	5
Rape:	0	0	0
Robbery:	0	0	0
Runaway:	0	0	0
Shoplifting:	1	0	0
Suspicious Activity:	59	11	18
Trespassing:	2	1	0
Vandalism:	13	5	2
Welfare Check:	40	11	14
Miscellaneous Complaints:	80	24	18
Total Complaints Answered:	428	120	118



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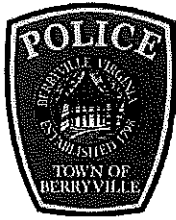
W. Neal White -- Chief of Police

Traffic

Accidents Investigated:	13	1	3
Assist Motorist:	5	2	2
Child Safety Seat Install:	8	0	1
Funeral Escort:	15	2	4
Hit & Run:	3	1	0
Parking Tickets:	50	12	17
Traffic Warnings:	98	12	28

Traffic Summons Issued

Defective Equipment:	2	1	1
Driving Suspended:	1	1	0
Expired Inspection:	8	0	1
Expired Registration:	6	0	1
Fail To Obey Highway Sign:	17	9	1
Fail To Obey Traffic Signals:	2	0	0
Fail To Stop/Lights & Siren:	0	0	0
Fail To Yield Right Of Way:	1	0	0
Hit And Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	6	1	2
No Seat Belt:	0	0	0
Reckless Driving:	2	0	0
Speeding:	43	15	8
Miscellaneous Summons:	2	0	2
Total Traffic Summons Issued:	90	27	16



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W. Neal White – Chief of Police

Criminal Arrests Made

Abduction:	0	0	0
Arson:	0	0	0
Assault And Battery:	3	0	1
A & B On Police Officer:	1	0	1
Auto Larceny:	0	0	0
Breaking And Entering:	1	0	0
Capias:	2	1	0
Disorderly Conduct:	2	1	1
Driving While Intoxicated:	3	1	0
Drunk In Public:	6	3	2
Fail To Obey Police Officer:	0	0	0
Fail To Pay Parking Ticket:	5	0	5
Forgery:	0	0	0
Fraud:	0	0	0
Grand Larceny:	1	0	1
Homicide:	0	0	0
Illegal Drugs/Paraphernalia	7	0	0
Petty Larceny:	1	0	0
Possess Alcohol Underage:	0	0	0
Protective Order:	7	0	5
Rape:	0	0	0
Resisting Arrest:	0	0	0
Robbery:	0	0	0
Shoplifting:	0	0	0
Trespassing:	0	0	0
Vandalism:	1	0	0
Weapons Violation	0	0	0
	16	5	5
Miscellaneous Criminal Arrests:			
Juvenile Arrest Total:	4	2	0
Total Criminal Arrests:	56	11	21

Found Open At Business In Town

Doors:	9	2	3
Windows:	0	0	0
Garage Doors Found Open:	1	1	0

Attachment 6

BERRYVILLE TOWN COUNCIL
Streets and Utilities Committee
Thursday, April 30, 2015
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
A/B Meeting Rooms
Called Meeting
9:00 a.m.

MINUTES

Roll:

Streets and Utilities Committee:

Present: Wilson Kirby, Chairman; Doug Shaffer

Staff: Keith Dalton, Town Manager; Rick Boor, Director of Public Works; David Tyrrell, Director of Public Utilities

Press: none

1. Call to Order – Wilson Kirby, Chairman
Chairman Kirby called the meeting to order at 9:00 a.m.

2. Update - Public Works
Rick Boor provided information on the following items:

- VDOTs plan to pave Buckmarsh Street after the July 4 holiday this summer
- North Buckmarsh water projects
- South Buckmarsh water projects
- Street Cleaning
- Fire Department water lateral replacement
- Cross walks at Buckmarsh and Main
- Battletown Drive water main project
- Water leak correlator purchase

Mr. Dalton addressed the milling and paving on Buckmarsh Street saying the VDOT contractor may ask for permission to work at night. By consensus the committee agreed that should the contractor request night operations that the Town would support the request.

Mr. Dalton said there were some funds remaining for FY15 paving projects: Archer Court, Breckinridge Court, and the Josephine Street cul-de-sac were suggested for paving. By consensus the committee agreed with the added projects.

3. Update - Public Utilities

Dave Tyrell provided information on:

- VFD's on finish pumps at the waste water treatment plant
- Power surge issues at the water treatment plant and the waste water treatment plant
- Assisting with hydrant painting
- Working with the engineer discussing work on ground reservoir

Doug Shaffer asked if we had lowered our fluoride target to meet the new recommendations. Mr. Tyrrell responded that the levels had been adjusted in mid-2013 to address the new standards.

4. Discussion- Additional Street Maintenance FY15 / Street Maintenance Priorities for Fiscal 2016

Mr. Dalton reviewed the draft FY 16 Street Maintenance Priorities as follows:

Draft --Street Work Priorities FY 2016

<u>VDOT Reimbursement Limit</u>	\$ 431,000
<u>Work Items</u>	
Patch/Repair trouble areas in streets	\$ 45,000
Sidewalk repair	\$ 10,000
Engineering	\$ 10,000
Public Works Improvements – Storage Bins	\$ 0
Equipment Purchase/Maintenance/Repair (purchase (\$44,000) includes: 2 snow plows, ¾ ton truck, and camera)	\$ 65,000
Routine Maintenance (snow removal, tree trimming, drainage ditch cleaning, street cleaning etc.)	\$ 105,000
<u>Subtotal</u>	\$ 235,000
<u>Available within Reimbursement (\$431,000 – 235,000)</u>	\$ 196,000

Specific Repair Work Priorities

Summer and Fall (2015)

Smith Street (Main to Academy)	\$ 8,500
Liberty Street	\$ 55,000
Battletown Drive (Main to Bel Voi)	\$ 15,000

Total Summer/Fall (2015)	\$ 78,500
<i>Spring and Summer (2016)</i>	
Academy Street (Buckmarsh to Smith)	\$ 45,000
Walnut Street	\$ 71,000
Total Spring/Summer (2016)	\$ 116,000
<u>Remaining within Reimbursement</u>	\$ 1,500

By consensus the Committee directed staff to forward this matter to the Town Council.

5. Other

Mr. Kirby addressed the concerns of a property owner on South Church Street regarding the gravel strip between the road and the newly replaced sidewalk. Mr. Boor explained that he recommended leaving the strip as is and that adding top soil to the area will likely be problematic. The committee determined that it would meet after the May 12 Town Council meeting to discuss the matter.

Mr. Kirby asked about the status of the parking meter replacement. Mr. Boor stated the meters are due to be installed by the end of May.

Mr. Boor stated that new Christmas wreaths had been ordered and should be in soon. Mr. Dalton added that Mr. Boor is working with VDOT to get permission to place the wreaths on the street side of the poles to increase visibility because the last time the brackets were installed, VDOT required the wreaths to extend away from the street.

6. Adjourn

There being no further business, on a motion by Mr. Shaffer, seconded by Mr. Kirby and passed unanimously, the meeting was adjourned at 10:30 a.m.

Attachment 7

Memo

To: Town Council
From: David Tyrrell
Date: May 5, 2015
Re: April 2015 Operations Report

The water treatment plant is in compliance for April with its monthly parameters. We sent a total of 9.821 MG water to the system with a daily average of 0.378 MGD and a daily max of 0.555 MG.

While we have had operational challenges due to high river turbidities at the beginning of the month we have had no significant problems with the water treatment plant in the past month and river turbidities have returned to normal.

We are scheduling a cleaning of the river vault for the end of May.

Drought Conditions: Water levels in the river are running slightly above the historic average. There is no concern for drought at this time.

The wastewater plant is in compliance with its discharge permit for April per data received to date with our nutrient removal continuing to do very well. We treated a total of 9.73 MG with a daily average of 0.32 MGD and a daily max of 0.73 MGD. Flows continue to be up slightly due to wet weather.

Three of four membrane train hypo recovery cleans have been completed with train four remaining. It will be completed early next week.

We are having equipment failures due to cooling fans on VFD's going bad. We have had to replace three cooling fans this month. A stock supply has been ordered to have a couple of them on the shelf should this trend continue.

Attached for review are data reports for the water and wastewater facilities and the latest InSight report for the membrane performance from GE.

April 2015

No. Connections Served: 1610
Population Served: 4185

Flows and Chemical Dosages

DATE	Raw Water Treated MGD	Finished Water Produced MGD	Finished Water Delivered MGD	Hours in Service	Raw Water Chemicals										Finished Water Chemicals							
					Alum		Carbon		Chlorine		Fluoride		Polymer		KMnO4		Soda Ash		Chlorine		Corr Inhibitor	
					Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L	Lbs per Day	mg/L
1	0.543		0.504	16.2	41	9.0	5	1.1			3.3	0.73	0.129	0.028	4	0.9			13.5	3.0		
2	0.399		0.366	12.0	25	7.6	3	1.0			6.9	2.07	0.106	0.032	0.0	0.0			10.0	3.0		
3	0.201		0.186	6.0	15	9.1	2	1.0			0.0	0.00	0.053	0.032	4.5	2.7			5.0	3.0		
4	0.227		0.204	6.8	20	10.7	2	1.1			3.3	1.74	0.062	0.033	0.0	0.0			5.6	3.0		
5	did not run																					
6	0.463		0.424	14.0	25	6.6	3	0.8			3.5	0.92	0.115	0.030	3.0	0.8			12.8	3.3		
7	0.556		0.492	17.0	41	8.7	4	0.9			6.8	1.47	0.148	0.032	4.0	0.9			14.2	3.1		
8	0.563		0.519	16.8	51	10.8	4	0.9			6.8	1.44	0.115	0.024	0.0	0.0			15.4	3.3		
9	0.484		0.445	14.5	41	10.0	4	0.9			6.7	1.67	0.104	0.026	4.0	1.0			13.3	3.3		
10	0.285		0.261	8.5	15	6.4	2	1.0			3.4	1.45	0.071	0.030	4.0	1.7			7.8	3.3		
11	0.143		0.134	4.3	15	12.8	1	0.8			3.6	2.99	0.049	0.041	0.0	0.0			3.9	3.3		
12																						
13	0.546		0.489	16.2	30	6.7	4	0.8			6.5	1.43	0.128	0.028	4.0	0.9			14.9	3.3		
14	0.511		0.471	15.5	51	11.9	6	1.3			6.8	1.60	0.110	0.026	0.0	0.0			14.2	3.3		
15	0.524		0.481	16.0	41	9.3	4	0.9			6.8	1.56	0.108	0.025	4.0	0.9			14.6	3.3		
16	0.484		0.443	15.0	35	8.8	4	1.0			6.8	1.68	0.126	0.031	4.0	1.0			13.8	3.4		
17	0.295		0.271	9.0	25	10.3	2	1.0			3.5	1.41	0.055	0.022	0.0	0.0			8.3	3.4		
18	0.252		0.209	7.0	20	9.6	2	1.0			3.4	1.60	0.048	0.023	3.0	1.4			6.4	3.0		
19																						
20	0.514		0.470	15.8	46	10.6	4	1.0			6.9	1.60	0.062	0.014	0.0	0.0			14.4	3.4		
21	0.47		0.433	14.5	61	15.5	4	1.0			6.8	1.74	0.121	0.031	4.0	1.0			13.3	3.4		
22	0.305		0.279	9.5	46	17.9	2	0.8			3.5	1.36	0.084	0.033	0.0	0.0			8.7	3.4		
23	0.369		0.339	11.4	56	18.1	2	0.8			6.6	2.13	0.075	0.024	4.0	1.3			10.5	3.4		
24	0.252		0.234	8.0	35	16.9	2	0.8			3.4	1.60	0.048	0.049	0.0	0.0			7.3	3.5		
25	0.236		0.216	7.3	25	12.9	2	1.0			0.0	0.02	0.067	0.034	4.0	2.0			6.6	3.4		
26	did not run																					
27	0.519		0.476	15.8	41	9.4	5	1.1			10.3	2.37	0.114	0.026	0.0	0.0			14.4	3.3		
28	0.606		0.555	18.0	30	6.0	6	1.2			6.6	1.31	0.116	0.023	4.0	0.8			15.8	3.1		
29	0.464		0.427	14.0	35	9.2	3	0.8			6.7	1.74	0.093	0.024	4.0	1.0			11.7	3.0		
30	0.539		0.493	16.5	35	7.9	6	1.2			6.9	1.53	0.065	0.014	0.0	0.0			13.8	3.1		
31																						
Total	10.750	0.000	9.821	325.4	902	272.7	88	25.2	0.0	0.00	135.7	39.2	2.37	0.735	59	18.3	0.0	0.00	290.0	84.15	0.0	0.00
Maximum	0.606	0.000	0.555	18.0	61	18.1	6	1.3	0.0	0.00	10.3	3.0	0.15	0.049	5	2.7	0.0	0.00	15.8	3.49	0.0	0.00
Minimum	0.143	0.000	0.134	4.3	15	6.0	1	0.8	0.0	0.00	0.0	0.00	0.05	0.014	0	0.0	0.0	0.00	3.9	2.97	0.0	0.00
Average	0.413	0.000	0.378	12.5	35	10.5	3	1.0	#####	####	5.2	1.5	0.09	0.028	2	0.7	#####	#DIV/0!	11.2	3.24	####	#####

SIGNED: (OPERATOR IN RESPONSIBLE CHARGE)

PRINTED NAME

David A Tyrell

TITLE: OPERATOR CLASSIFICATION
DPOR CERTIFICATION NO.

Class 1
1955002813

RAW WATER SOURCE(S) USED DURING MONTH: (SOURCE/DATES)

Shenandoah River - Entire Month

Berryville STP Monthly DMR Data

April 2015

Date	Effluent Flow MGD	Eff pH	Eff Temp Deg C	Eff CBOD mg/l	Eff CBOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff NO2/ NO3 mg/l	Eff TKN mg/l	Eff TKN KG/D	Eff Total N mg/l
4/1/2015	0.28	7.5	14.4	0	0				11.0	10.5			
4/2/2015	0.27	7.5	14.9	0	0			10.9	9.7				
4/3/2015	0.28	7.6	17.3					9.3	10.3				
4/4/2015	0.28	7.5	14.7					10.5	10.1				
4/5/2015	0.28	7.5	14.3					10.2	9.6				
4/6/2015	0.30	7.3	16.3					10.4	9.4				
4/7/2015	0.28	7.6	18.3	0	0	0	0.0	11.2	9.8	1.10	0.7	0.8	1.8
4/8/2015	0.35	7.4	17.3	0	0			11.1	9.5				
4/9/2015	0.32	7.3	16.8	0	0			11.1	9.9				
4/10/2015	0.37	7.6	17.5					10.2	9.9				
4/11/2015	0.30	7.5	16.4					9.4	9.4				
4/12/2015	0.29	7.5	16.5					10.8	10.0				
4/13/2015	0.28	7.5	16.7					9.9	9.1				
4/14/2015	0.39	7.4	18.0	0	0			10.9	10.3				
4/15/2015	0.32	7.7	14.7	0	0			10.7	9.6				
4/16/2015	0.31	7.6	14.4	0	0			10.5	10.1				
4/17/2015	0.30	7.7	15.5					10.1	9.4				
4/18/2015	0.31	7.8	17.2					10.6	10.9				
4/19/2015	0.29	7.8	17.5					10.3	9.1				
4/20/2015	0.44	7.2	15.3					10.4	9.3				
4/21/2015	0.41	7.7	8.3	0	0	0	0.0	9.8	9.3	0.80	0.8	1.3	1.6
4/22/2015	0.41	7.3	15.0	0	0			11.9	9.4				
4/23/2015	0.34	7.6	17.4	0	0			10.3	9.4				
4/24/2015	0.33	7.4	16.5					9.7	9.1				
4/25/2015	0.30	7.6	16.9					9.9	9.4				
4/26/2015	0.28	7.6	17.4					10.0	9.7				
4/27/2015	0.35	7.5	17.0					9.7	9.1				
4/28/2015	0.39	7.6	15.9	0	0			9.5	9.8				
4/29/2015	0.31	7.7	16.8					9.6	9.4				
4/30/2015	0.35	7.7	16.7					10.3	10.0				
Minimum	0.27	7.2	8.3	0	0	0	0.0	9.3	9.1	0.80	0.7	0.8	1.6
Maximum	0.44	7.8	18.3	0	0	0	0.0	11.9	10.9	1.10	0.8	1.3	1.8
Total	9.73	226.2	481.9	0	0	0	0.0	310.2	290.5	1.90	1.5	2.1	3.4
Average	0.32	7.5	16.1	0	0	0	0.0	10.3	9.7	0.95	0.8	1.0	1.7
Geo Mean	0.32	7.5	15.9	1	1	1	1.0	10.3	9.7	0.94	0.7	1.0	1.7

Berryville STP Monthly DMR Data

April 2015

Date	Eff Total N KG/D	Eff Total P mg/l	Eff Total P KG/D	E-Coli No/100ml
4/1/2015				
4/2/2015				
4/3/2015				
4/4/2015				
4/5/2015				
4/6/2015				
4/7/2015	2.0	0.30	0.3	1
4/8/2015				
4/9/2015				
4/10/2015				
4/11/2015				
4/12/2015				
4/13/2015				
4/14/2015				1
4/15/2015				
4/16/2015				
4/17/2015				
4/18/2015				
4/19/2015				
4/20/2015				
4/21/2015	2.6	0.30	0.5	1
4/22/2015				
4/23/2015				
4/24/2015				
4/25/2015				
4/26/2015				
4/27/2015				
4/28/2015				1
4/29/2015				
4/30/2015				
Minimum	2.0	0.30	0.3	1
Maximum	2.6	0.30	0.5	1
Total	4.7	0.60	0.8	4
Average	2.3	0.30	0.4	1
Geo Mean	2.3	0.30	0.4	1



Berryville Biweekly InSight Report

Date: 4/30/2015

From: Jeny Chacko - GE Water & Process Technologies

To: David Tyrrell, Jeff Cappel - Town of Berryville

cc: Phil Lander, Al Farrell, Matthew Stapleford - GE Water & Process Technologies

System Equipment

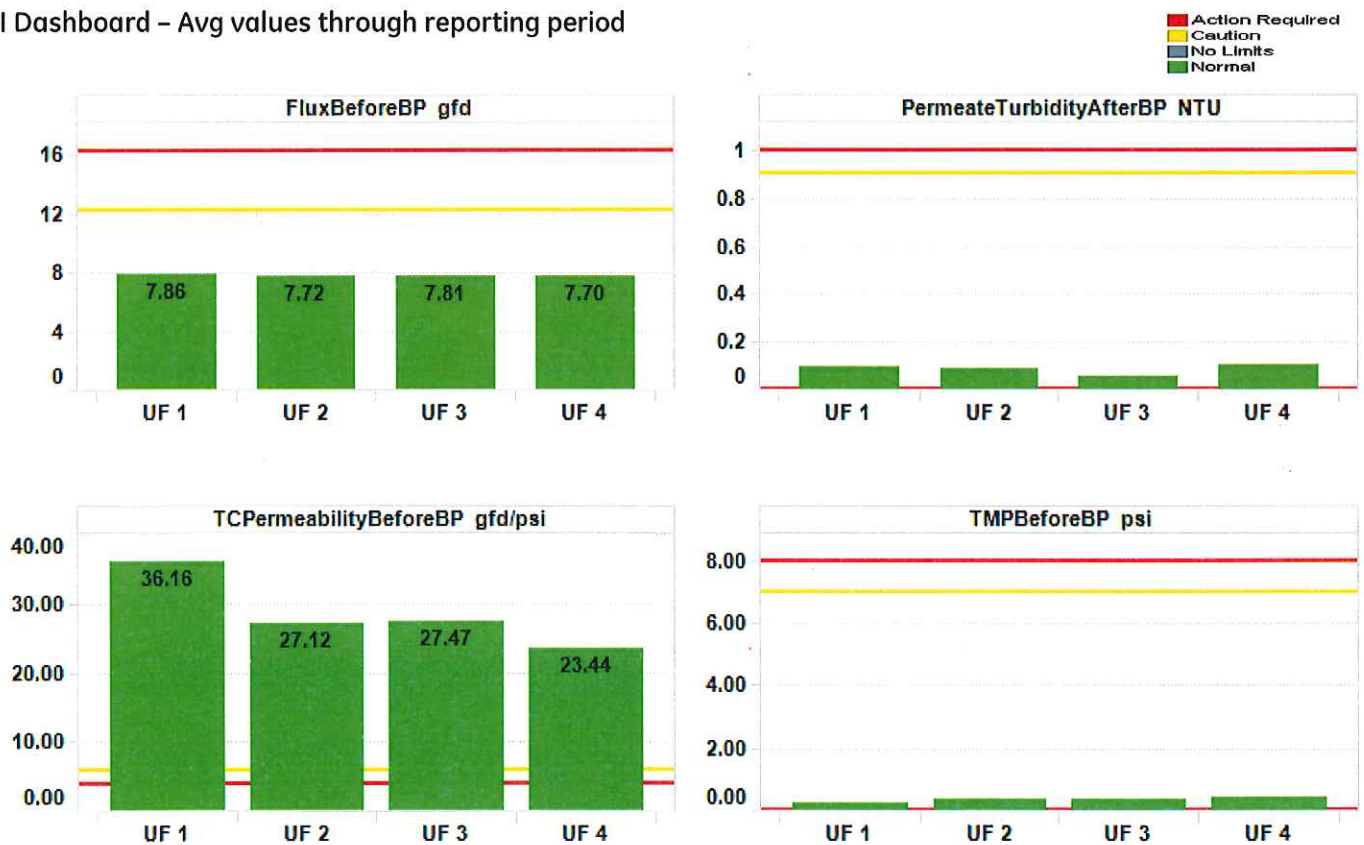
4 × ZW trains, each 3 cassettes, 2x48/1x42 500D (surface area 46920 sq. ft. per train)

Cleaning Strategy

Maintenance clean dose concentrations - 2 NaOCl/ Hypo @ 200 ppm per week, 1 Citric acid @ 2000 ppm per week

Recovery clean soak concentrations - 2 NaOCl/ Hypo @ 1000 ppm per year, 2 Citric acid @ 2000 ppm per year

KPI Dashboard – Avg values through reporting period





Plant Summary

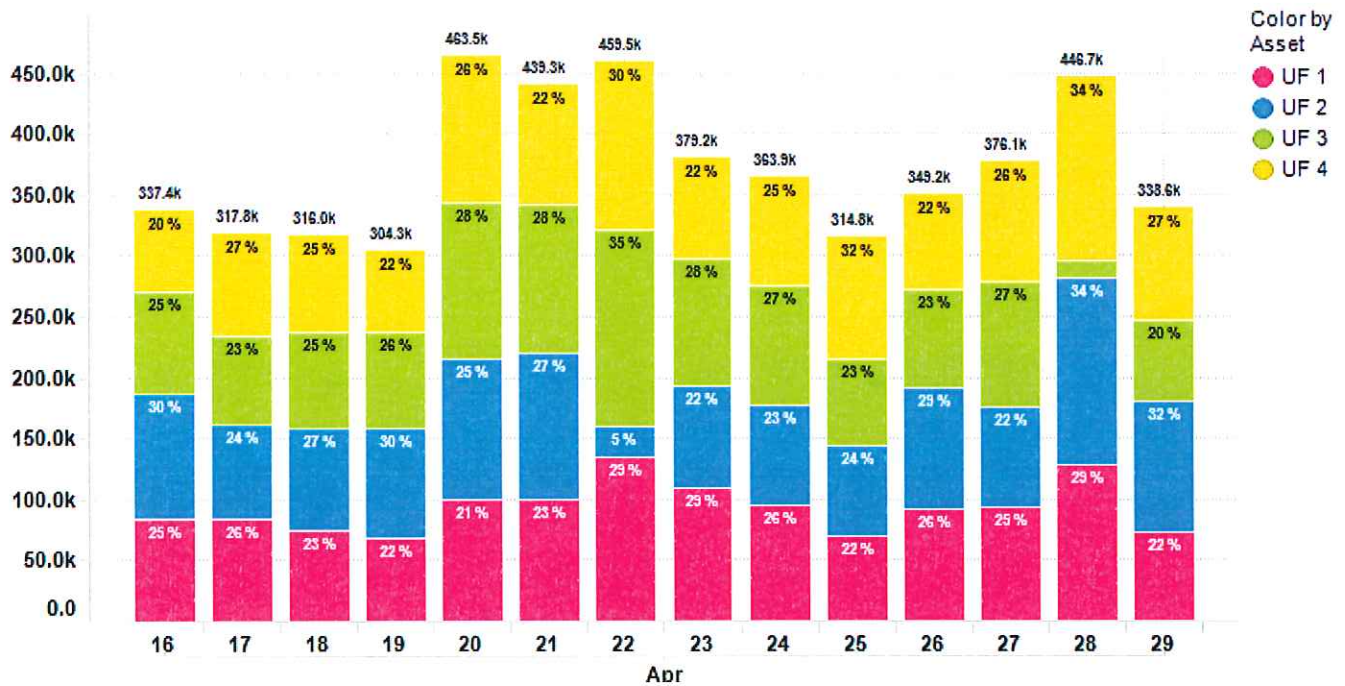
Permeate flow increased by 11% averaging at 371,900 Gallons over the last two weeks. Flow was highest on April 20th at 463,500 Gallons. Flow was equally distributed among the four trains except on April 22nd and 28th when Train 2 and 3 was offline for a recovery clean. Train 1 went into shutdown and was offline overnight on April 29th.

Trains operated in relax mode at an average production flux of 7-8 gfd. At these flows production TMPs decreased across all the trains with the increase in permeate temperature which went up by 10 degF in the last month.

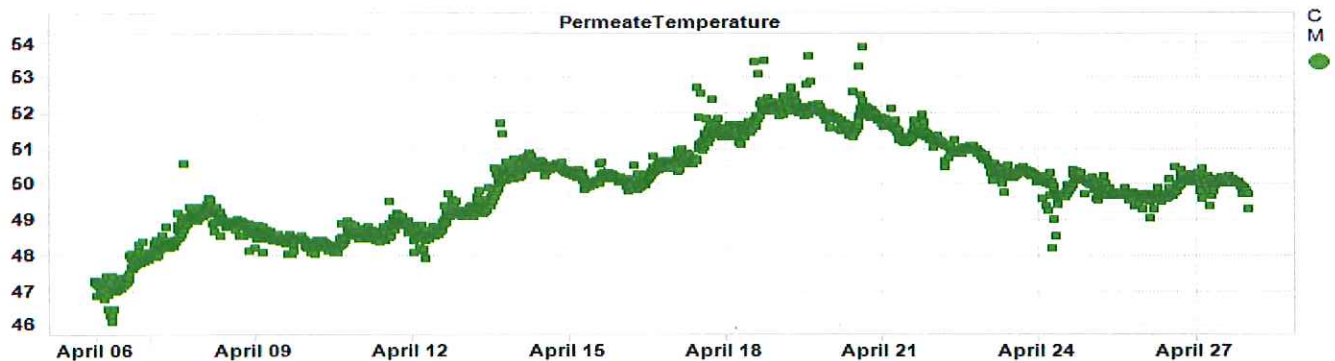
Dave – How was the chlorine residual at the end of the recovery clean? A slight drop in production (before backpulse) TMPs were seen after the recent round of cleans. Membrane performance continued to be excellent across all the trains.

Permeate turbidity reading were <0.1 NTU from all the trains. A gradual increase in permeate turbidity readings were seen on Trains 1 and 2 as seen from the trends below.

There were some static permeate turbidity readings at 0 on Train 3 even when the train was in production.

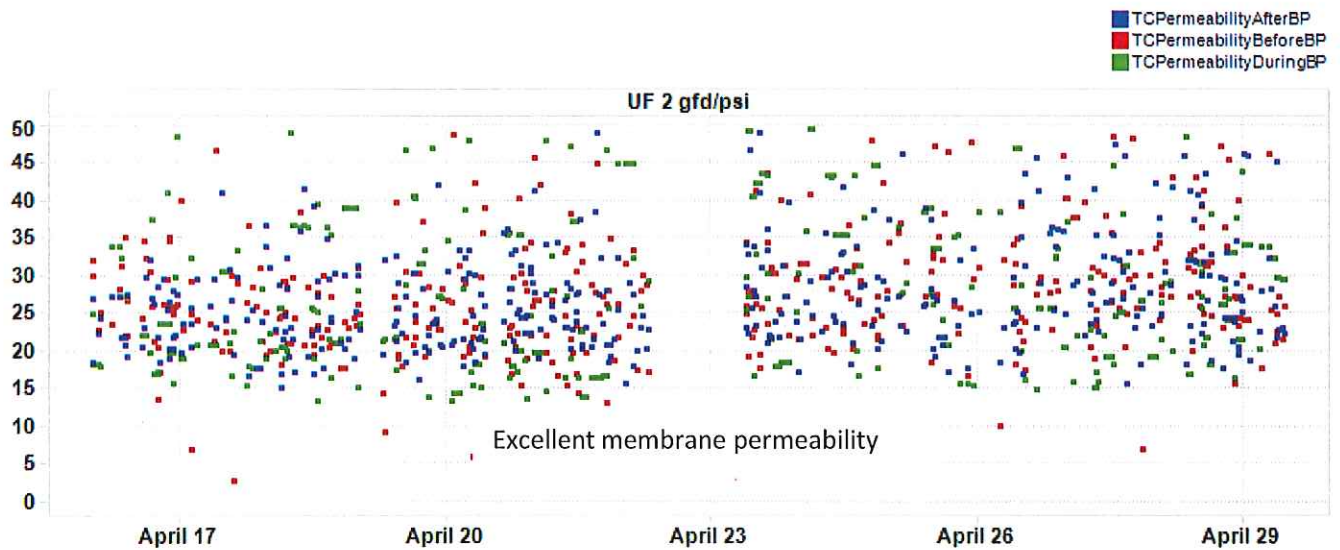
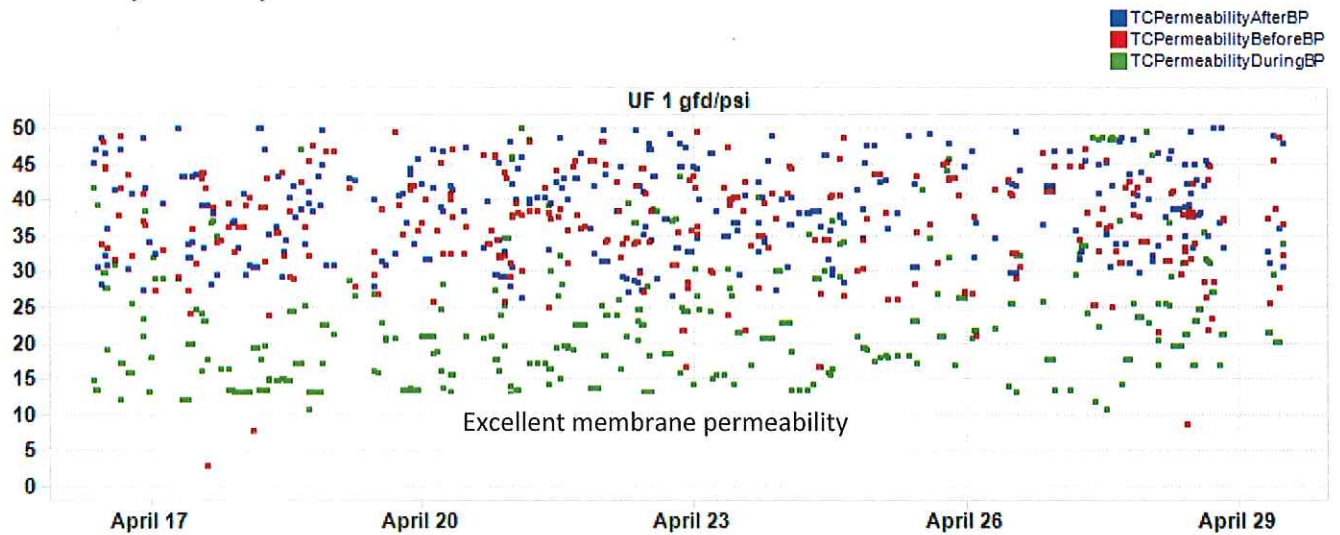


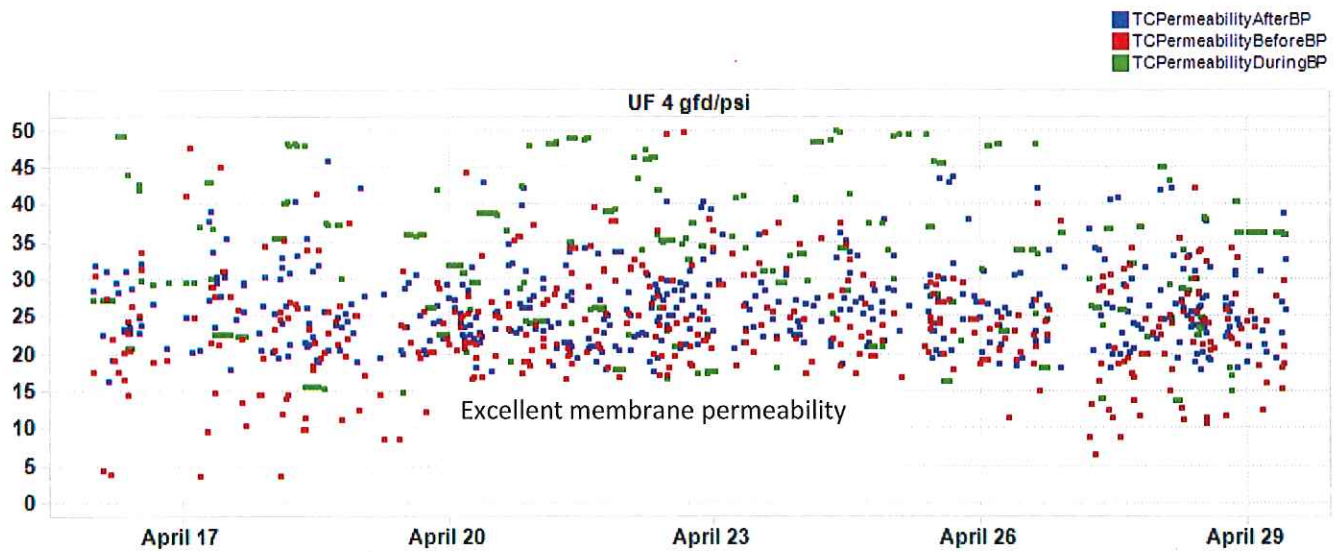
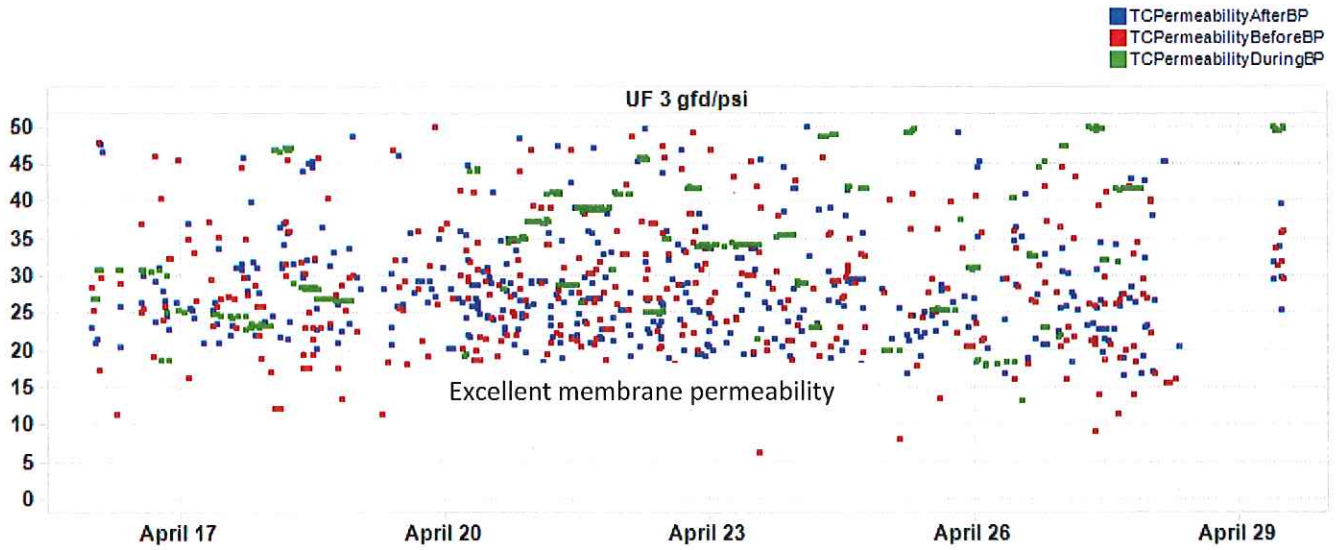
Average Daily permeate flow from 4/16/2015 to 4/29/2015 is 371.9k gal with a maximum daily flow of 463.5k gal.





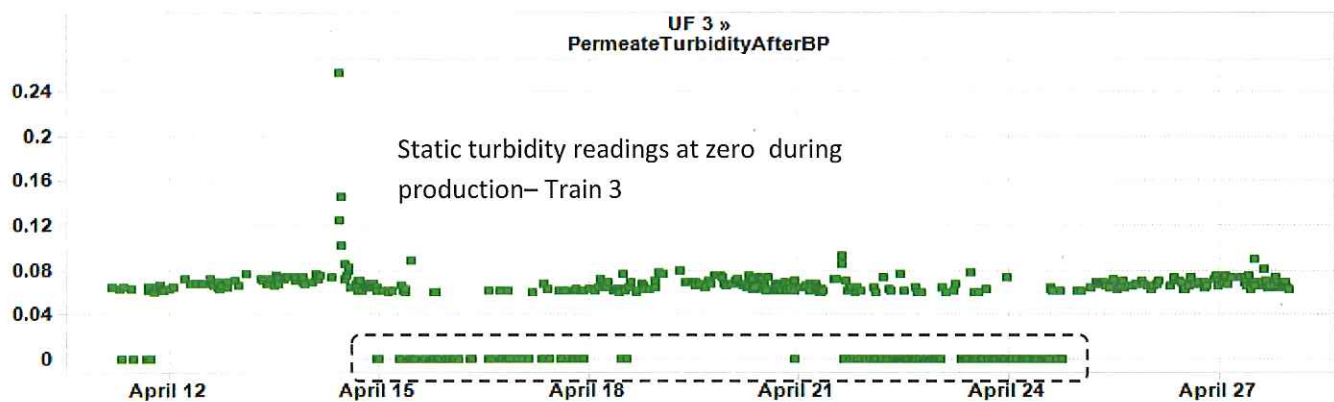
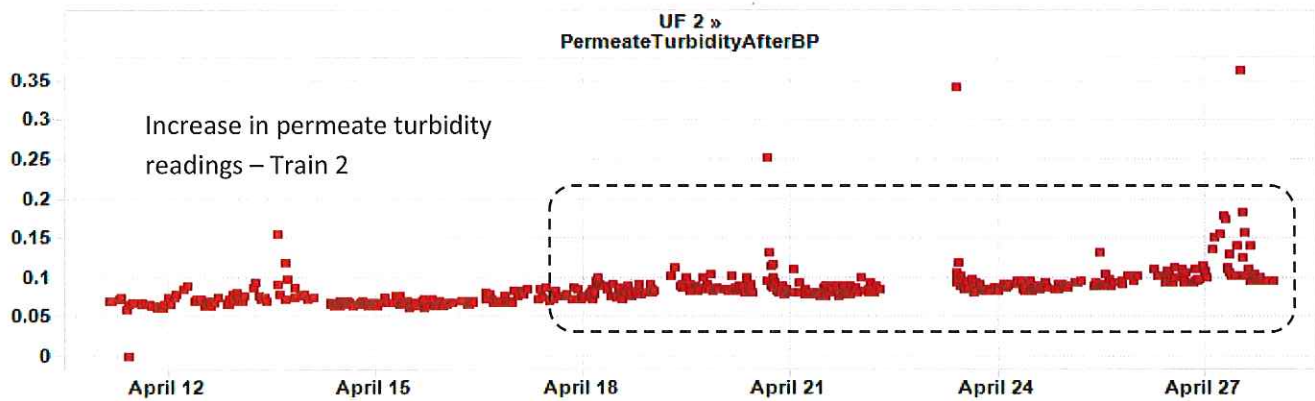
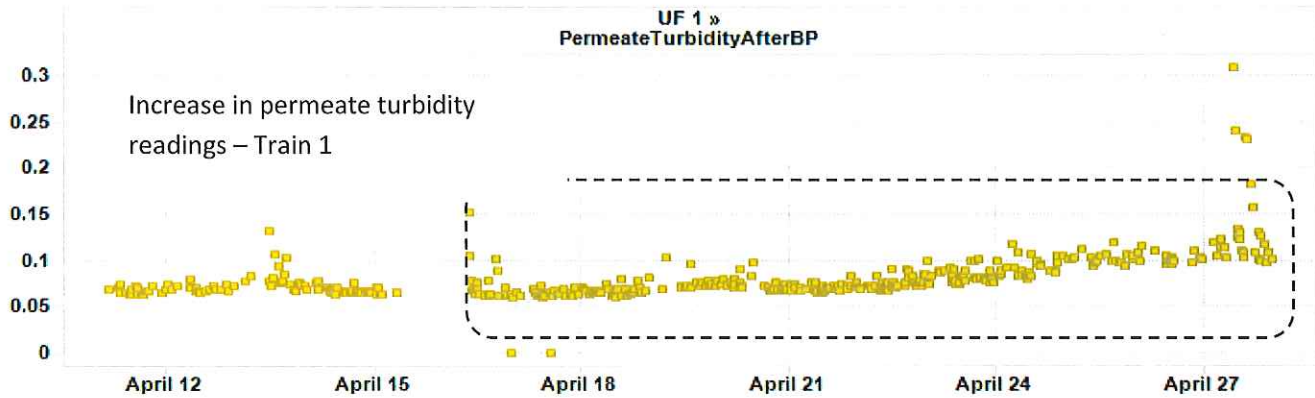
TC Permeability Trends By Train





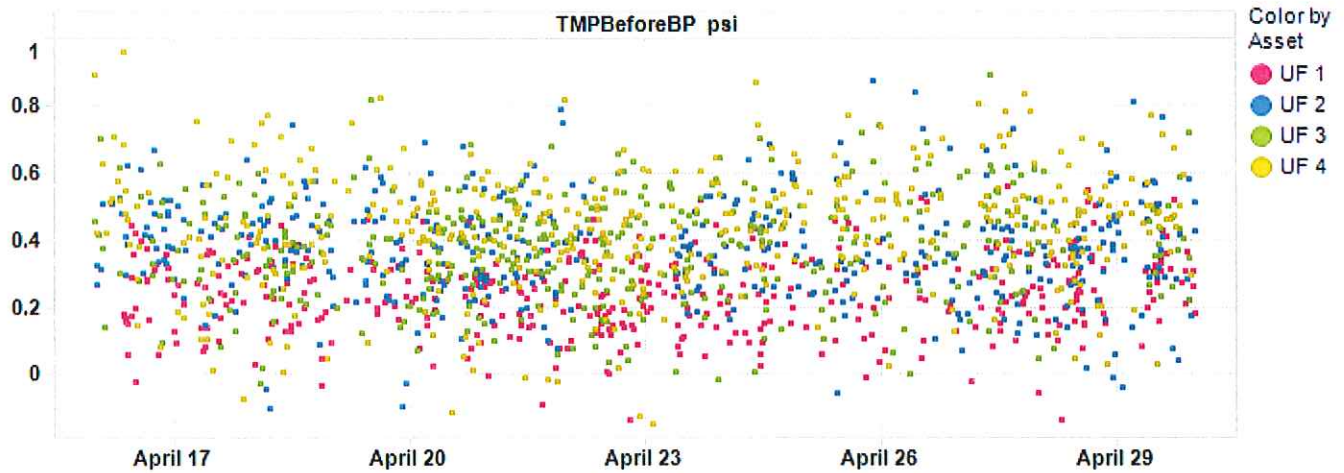


Permeate Turbidity Trend

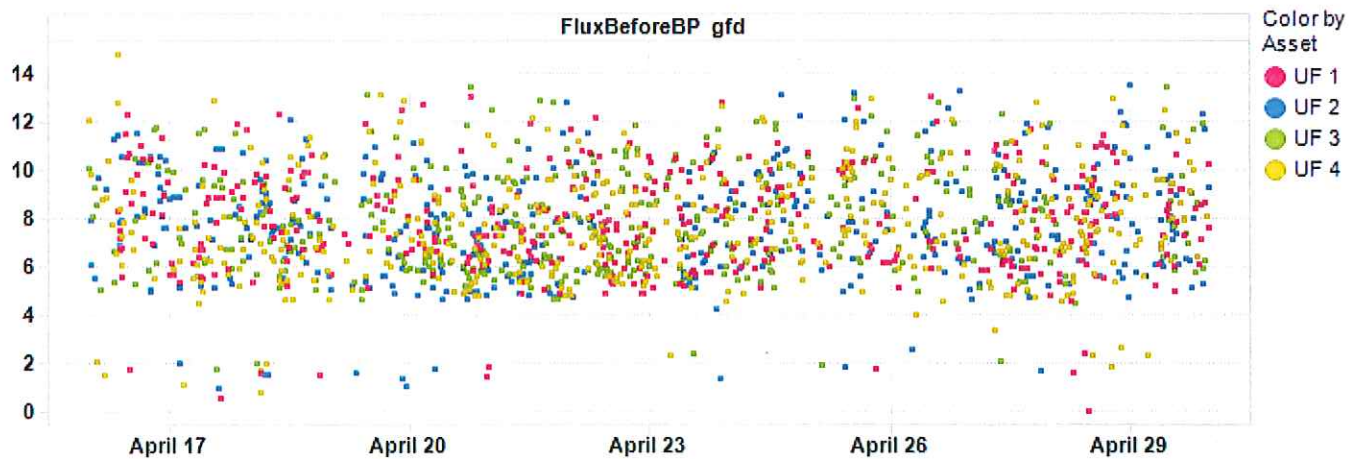




Before BPTMP Trend



Before BP Flux Trend





Asset Summary

KPI Parameters	Value/Change	UF 1	UF 2	UF 3	UF 4
FluxBeforeBP gfd	Value	7.86	7.72	7.81	7.70
	Change	-2.17 %	-4.13 %	-5.77 %	-2.80 %
PermeateTurbidityAfterBP NTU	Value	0.10	0.09	0.05	0.10
	Change	25.17 %	47.66 %	-3.79 %	19.13 %
TCPermeabilityBeforeBP gfd/psi	Value	36.16	27.12	27.47	23.44
	Change	2.23 %	6.95 %	2.30 %	-7.70 %
TMPBeforeBP psi	Value	0.24	0.38	0.37	0.43
	Change	-16.44 %	-16.85 %	-12.82 %	-1.13 %
TotalPermeateFlowDaily gal	Value	93.03k	92.63k	90.32k	95.90k
	Change	18.68 %	4.51 %	11.19 %	10.89 %

Plant Summary

KPI Parameters	Value/Change	UF Plant
PermeateTemperature F	Value	50.71
	Change	4.75 %
TotalPermeateFlowDaily gal	Value	371.88k
	Change	11.32 %

Contract Expiry Date : 10/26/2015

For InSight technical assistance please email insightsupport@ge.com or please call technical support at 1 866 271 5425 or 905 469 7723 and follow the prompts, if you require after hours assistance please contact the 24/7 Emergency number provided in your plant documentation. This email is a summary of issues identified during a manual review of InSight data from the time period above. This review is an analysis of data that is logged by InSight and identifies key plant performance issues determined from this data. This data review was not focused on minor data issues but on identifying possible existing and/or upcoming critical operational issues.

This review was prepared by GE Water & Process Technologies solely to assist water treatment plant owners and/or operators in analyzing and optimizing plant performance and is not intended to be used or relied upon for regulatory compliance or any other purpose. The content of this review is based in whole or in part on operation data obtained from the plant using InSight software. GE Water & Process Technologies makes no representations or warranties as to the accuracy of the plant data utilized in the preparation of this review. GE Water & Process Technologies accepts no liability for consequences or actions taken in whole or in part by any person on the basis of this review or its contents

Attachment 8

Report of the Department of Public Works

May 6, 2015

April proved to be a very busy month for the Public Works Department.

We have numerous water improvement projects that need to be completed by early June before VDOT paves Buckmarsh Street (Rt. 340). The first phase of the water projects was performed on N. Buckmarsh, which included installing new inline valves, extending water lines up Treadwell and Academy, and installing three new fire hydrants. Some of this work was done at night and required long hours of operation to complete the task. Within the next week we plan to install base asphalt in the ditches completing these projects. We will soon move onto S. Buckmarsh and upgrade water service to several customers.

The paving of Mosby Blvd. from N. Buckmarsh to Ashby Ct. was completed last week. A contractor is in the process of replacing the line markings and stop bars. Weather permitting, line marking should be completed by the end of this week. A contractor is in the process of paving Ashby Ct. and Breckinridge Ct. When he completes those areas he will then pave Josephine Street from the entrance of Johnson Williams Apartments to the end of the cul-de-sac.

Our annual street sweeping and cleaning has begun. We have completed cleaning Battlefield Estates, Hermitage, and South Gate Subdivisions and Josephine Street. We will now move onto Darbybrook and the Town House areas. During this same time we will be cleaning the business district and get ready to paint the parking blocks and curbs in that area prior to Memorial Day Weekend.

Attachment 9

Late last summer the Town replaced a section of sidewalk along South Church Street just south of Taylor Street. After the sidewalk was replaced Public Works personnel repaired the area between the street and the sidewalk by installing stone. This was done to provide a good street shoulder, provide positive drainage, and to provide for on-street parking. We also note that the stone was installed in a fashion that left the level of the sidewalk higher than the stone to discourage parking on the sidewalk.

After the work was completed property owners expressed concern about the appearance of the gravel strip and have asked that grass be established in the area.

Attached to this report are photos (color photos will be available at the meeting) that should assist in review of the request. The photos show:

- 1) Looking north along subject properties
- 2) Looking north along subject properties
- 3) Looking south from the southern end of the sidewalk project
- 4) Looking north just north of the intersection of South Church and Taylor Streets
- 5) Looking north just north of the intersection of South Church Street and Swan Avenue

Photos 1 and 2 show the gravel strip in question.

Photo 3 shows the condition of the strip of land between the street and the sidewalk south of the project area. The strip is covered in vegetation (grass/weeds).

Photo 4 shows the condition the same strip of land north of Taylor Street. This area is covered in vegetation (grass/weeds).

Photo 5 shows the condition of the same strip of land north of Swan Avenue. This area is a gravel strip.

1



